

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270
(1-1-50)

NAME EDWARDS, Howard Lynn AGE 35 YEARS, 5 MONTHS
NATIVITY (state of birth) Penna MARRIED, SINGLE, WIDOWED: M NUMBER OF CHILDREN 1
FAMILY HISTORY Mother died auto accident. Father living and well, brothers and sisters living and well except one brother with 80% loss hearing allegedly family history.
HISTORY OF ILLNESS OR INJURY Append. 1925 - normal recovery, duodenal ulcer 1947; low metabolism -21 to -34 1948-49; low blood pressure 1949-50. No thyroid medication last 8 mos. Bloating post-prandially associated with
HEAD AND FACE neg ant. chest pain-no chest pain assoc. with exercise.

EYES: PUPILS (size, shape, reaction to light and distance, etc.)

DISTANT VISION RT. 20/ 20; corrected to 20/ 20

LT. 20/ 30; corrected to 20/ 20

COLOR PERCEPTION normal AOC

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS neg

EARS: HEARING RT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH /15'

LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH /15'

DISEASE OR DEFECTS neg

NOSE neg

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES neg

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS neg

TEETH AND GUMS (disease or anatomical defect):

MISSING TEETH as indicated

NONVITAL TEETH 5 JAN 15 1951

PERIAPICAL DISEASE

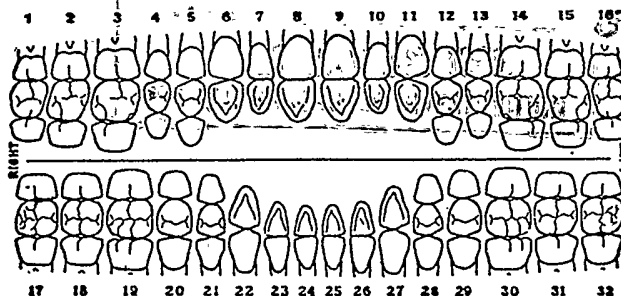
MARKED MALOCCLUSION

PYORRHEA ALVEOLARIS

TEETH REPLACED BY BRIDGES

DENTURES

REMARKS



Lcdr DC USN

(Signature of Dental Officer)

b6
b7C

GENERAL BUILD AND APPEARANCE med. sthenic

TEMPERATURE

CHEST AT EXPIRATION 39

HEIGHT 69

CHEST AT INSPIRATION 41

WEIGHT 171

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 35

RECENT GAIN OR LOSS, AMOUNT AND CAUSE 5 lbs. (3 mos) lack of exercise

SKIN, HAIR, AND GLANDS neg

NECK (abnormalities, thyroid gland, trachea, larynx) neg

SPINE AND EXTREMITIES (bones, joints, muscles, feet) neg

THORAX (size, shape, movement, rib cage, mediastinum) neg
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. neg
chest x-ray negative
CARDIO-VASCULAR SYSTEM neg ECG - normal
HEART (note all signs of cardiac involvement) neg

PULSE: BEFORE EXERCISE 80 BLOOD PRESSURE: SYSTOLIC 120
AFTER EXERCISE 92 DIASTOLIC 70
THREE MINUTES AFTER 78
CONDITION OF ARTERIES ok CHARACTER OF PULSE ok
CONDITION OF VEINS ok HEMORRHOIDS neg

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) neg. except slight tenderness in region of append. scar and sl. obesity

GENITO-URINARY SYSTEM negative
URINALYSIS: SP. GR. 1.015 ALB. n SUGAR n MICROSCOPICAL n
VENEREAL DISEASE neg

NERVOUS SYSTEM neg (organic or functional disorders)
ROMBERG neg INCOORDINATION (gait, speech) neg
REFLEXES, SUPERFICIAL neg DEEP (knee, ankle, elbow) neg TREMORS neg
SEROLOGICAL TESTS KAHN NEG. BLOOD TYPE A Rh Positive
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) neg

SMALLPOX VACCINATION: DATE OF LAST VACCINATION 1942
TYPHOID PROPHYLAXIS: NUMBER OF COURSES none
DATE OF LAST COURSE none

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE

Minimal scarring of the duodenal bulb from old chronic in-
SUMMARY OF DEFECTS flammatory changes (G.I. Series of 11/15/50). Error
of refraction left eye corrected by glasses.

CAPABLE OF PERFORMING DUTIES INVOLVING STRENUOUS PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS YES (yes or no)
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary)
Req. 1/ G.B. x-ray 2/ G.I. Series 3/ ECG
4/ G.B.C. 5/ B.M.R. 6/ Blood Cholesterol.

s/ Cdr. MC USN 12/20/50
DATE OF EXAMINATION 11/3/50
EMPLOYEE'S INITIALS HLE

EDWARDS, H. Lynn

11/5/50

W.B.C. 10,100
Neutrophils 56
Differential Count B-5
Lymphocytes 30
Monocytes 6
Eosinophils 3

R.B.C. 4,400,000
Hemoglobin 13 - 90%

s/ [] Cdr.

Blood Cholesterol - 172

Date of report 11/20/50

s/ []

b6
b7c

G. B. Series

A cholecystogram shows a normally functioning gall bladder negative for stones.

s/ []
Cdr. MC USN

Date of report 11/8/50

G. I. Series

Examination of the upper GI tract by means of a GI series shows a normal esophagus and stomach. There is a minimal deformity of the duodenal cap on its greater curvature aspect at the proximal end of the bulb. This deformity is certainly minimal and there is no evidence of ulcer crater formation. Films taken in 1, 3 and 6 hours show a normal passage of the barium thru the intestinal tract with the head of the meal in the transverse colon at the end of six hours.

IMPRESSION - Minimal scarring of the duodenal bulb from old chronic inflammatory changes.

s/ []
Cdr MC USN
Date of report 11/15/50

BASAL Metabolism Test

Room Temp. 20
Barometric Pressure 752
Period of Rest (Minutes) 30
O₂ consumption per minute 245
Basal metabolic rate -6%

Date of report 11/20/50

12/6/50 - See G.I. series report of 11/15/50 and history of bloating in Physical History.

Rx -Tr. Belladonna Sig. - Five drops with half glass of water 3 x 1 day.

s/ []

C O P Y

FEDERAL BUREAU OF INVESTIGATION
SERIAL CHARGE-OUT

* This form is consolidated with the old FD-654, based on a Sentinel review.

Date 8/9/11

Document Classification: ☐ Unclass ☒ Confidential ☐ Secret ☐ Top Secret

Document Type: ☒ Letter ☐ Airtel ☐ LHM ☐ Memo ☐ Report
☐ Facsimile ☐ Teletype ☐ Misc ☐ EC ☐ Email
Enclosure _____ Attachment _____

SCI TYPE: *requires special handling

☐ SI* ☐ TK* ☐ GAMMA* ☐ COSMIC(NATO)
☐ HCS* ☐ SSRP* ☐ BYE* ☐ Other _____ (specify)

FD-501 Number _____

Date of Mail 7/3/51

Originating Office or agency FBI

This serial has been removed and placed in:

☐ Special File Room, FBIHQ ☐ FBIHQ, Room _____

☒ ARC
Field Office-Room # Container # or Other Location Where Material Is Stored

File 67 171084 NR
Class. Office of Origin Case No. Last Serial

☐ Pending ☒ Closed

Serial No.

Description of Serial

Date Charged

<u>NR</u>	<u>letter of censure</u>	<u>7/3/51</u>
<u>11</u>	<u>overtime report</u>	<u>12/26/50</u>

Employee _____

RECHARGE

Date _____

To _____ From _____

Initials of
Clerk

SERIAL CHARGE-OUT

January 5, 1951

PERSONAL AND CONFIDENTIAL

0
Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

The Bureau has reviewed the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on November 3, 1950, and notes that you have no disqualifying physical defects.

As you have already been advised, the special tests afforded you in this connection, including the electrocardiogram, were also negative.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

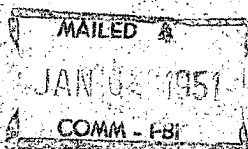
John Edgar Hoover
Director

CC: Mr. W. R. Glavin (P. 5C)

HLE:tck

JAN 15 1951

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____



JAN 6 3 26 PM '51
FBI
RECEIVED RECORDING ROOM

February 10, 1951

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

Today, as you know, you will complete ten years of service with the FBI. It gives me the greatest of pleasure to present to you the enclosed Ten-Year Service Award Key on this occasion.

I do not want to let the opportunity go by to express to you my deep appreciation for your enduring loyalty and devotion to your work. I am not unmindful of the many sacrifices you have made and the long hours of duty you have performed during this period of service, all of which have contributed in no small measure toward the Bureau's accomplishments, particularly in the personnel field with which you have been associated.

Your diligent efforts and fine spirit have been an example to your associates and have contributed much toward lightening the great burdens that are placed upon me and other officials of the Bureau. I sincerely hope that the Bureau will have the benefit of many more years of such exemplary and devoted service.

With best wishes,

Sincerely,

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Enclosure

cc - Mr. Glavin
Voucher Section

WRG:akc

10 42 AM '51

RECEIVED - DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Handwritten: Please
Handwritten: 10 42 AM '51



**United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.**



Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Ardisance M. Edwards Relationship wife Date 7-10-51

Address 3515 A South Stafford St. Arlington, Va. 5
alternate in case of wife's death: [redacted] daughter

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name same as above Relationship _____ Date _____

Address _____

Very truly yours,

W. H. Edwards
Special Agent

Bury

ack
FEB 23 1951
Joe

b6
b7C

February 13, 1951

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

I want to thank you sincerely for your letter of February 11 and for the very fine expressions contained therein. It is just such an attitude and spirit as you have manifested through the years of your service with the FBI that have helped to give this Bureau its present prestige and reputation. The Bureau is justly proud of having such members as you on its staff.

With every good wish, I am

Sincerely,

20 MAR 7 1951

100-144

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

SENT FROM D. O.
TIME 4:55
DATE 2-13-51
BY [initials]

JEH:EH

H. Lynn Edwards - SA

EOD: ~~2/10/41~~ GS-14 \$9000

Assigned: Administrative Div. as
Personnel Officer

John Edgar Hoover, Director
Federal Bureau of Investigation
Washington, D. C.

Washington, D. C.
February 11, 1951

Mr. Tolson	_____
Mr. Ladd	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Harbo	_____
Mr. Belmont	_____
Mr. Mohr	_____
Tele. Room	_____
Mr. Nease	_____
Miss Gandy	_____

Dear Mr. Hoover:

My tenth anniversary in the Bureau was climaxed yesterday by receiving your congratulatory letter and the FBI Service Award Key from Mr. Glavin. I hope you will excuse this intrusion upon your busy day, but I wanted to let you know what a great privilege I have always considered my being able to claim official membership in this organization.

I am sure you have seen that painting of a small boy assisting a much bigger lad, and when a stranger solicitously queried him about the load, the boy replied, "he's not heavy, Mister, he's my brother." Well, I have always had somewhat that attitude toward my Bureau job--I've never particularly cared how big the workload or how long the hours, because my heart has always been in it, the Bureau's cause has always been such a worthy one, and I've always observed that you and my other bosses have workloads and worries much bigger than mine.

I just hope you will find my future efforts acceptable and I trust I can be permitted to go on learning from and doing my share to help ease the load of you and such capable officials as Mr. Tolson, Mr. Glavin, Mr. Mohr, and the others.

Respectfully,

H. Lynn Edwards

H. Lynn Edwards

1 9 MAR 3 1951

57-171084-145

32041

0
HOWARD LYNN EDWARDS

~~NOT RECORDED
MAR 15 1961~~

~~RECORDED~~

file

221

The enclosed form
should not be stamped
or marked in any way

DESIGNATION OF BENEFICIARY
UNPAID COMPENSATION OF
DECEASED CIVILIAN EMPLOYEE

IMPORTANT
Read instructions
on back of duplicate
before filling in this form

INFORMATION CONCERNING THE EMPLOYEE:

NAME—	(Last)	(First)	(Middle)	DATE OF BIRTH (Month, day, year)
	EDWARDS,	HOWARD	LYNN	May 14, 1915
DEPARTMENT OR AGENCY IN WHICH EMPLOYED				Administrative Division
Department of Justice		FBI		
(Department or agency)		(Bureau)		(Division)

I, the employee identified above, canceling any and all previous Designations of Beneficiary heretofore made by me, do now designate the beneficiary or beneficiaries named below to receive any UNPAID COMPENSATION due and payable under existing law after my death. I understand that this Designation of Beneficiary relates solely to Unpaid Compensation as defined in section 2 of the act of August 3, 1950, Public Law 636, and in nowise will affect the disposition of any benefit which may become payable under the Retirement Act applicable to my Government service. I further understand that this Designation of Beneficiary will remain in full force and effect, unless or until canceled by me in writing, so long as I am continuously employed in the above department or agency.

INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES:

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Constance M. Edwards	3515-A S. Stafford St. Arlington, Virginia	Wife	All
Otherwise to:			
		Daughter	All
Otherwise to:			
Estate			

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of any deceased beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death.

I hereby specifically reserve the right to cancel or change any designation of beneficiary at any time in the manner and form prescribed by the Comptroller General of the United States, and without knowledge or consent of the beneficiary.

Feb. 13, 1951

(Date of execution—month, day, year)

Howard Lynn Edwards

(Signature of employee)

WITNESSES TO SIGNATURE:

(Signature of witness)	(Number and street)	(City, zone number, and State)
		Washington 9 D.C.
		Washington D.C.

PRINT OR TYPE NAME AND ADDRESS OF EMPLOYEE

Mr. H. Lynn Edwards
Federal Bureau of Investigation
U. S. Department of Justice
9th & Pennsylvania Ave., N. W.
Washington, D. C.

**THIS SPACE RESERVED FOR RECEIVING DATA
OF EMPLOYING AGENCY**

FORM 1152 RECEIVED BY
PAYROLL UNIT

FEB 24 1951

H. Gresham
(Indicate what kind of action received)

DELIVER BOTH COPIES TO THE PROPER OFFICER OF YOUR AGENCY—DUPLICATE WILL BE NOTED AND RETURNED

IMPORTANT—The filing of this form will completely cancel any designation you may have previously filed. Be sure to name in this form all persons you wish to designate as beneficiaries of any unpaid compensation payable at your death.

EXAMPLES OF DESIGNATIONS

HOW TO DESIGNATE ONE BENEFICIARY

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Catherine M. Jackson*	2808 Southern Avenue, Williams, Ind.	Sister	All

HOW TO DESIGNATE MORE THAN ONE BENEFICIARY

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Susan L. Brown**	110 Prince Street, Anniston, N. Y.	Aunt	One-fourth
Mary Joe Carson	230 Duke Street, Anniston, N. Y.	Niece	One-fourth
Elizabeth H. Howard	2301 State Street, Weaver, Ohio	Mother	One-half

HOW TO DESIGNATE A CONTINGENT BENEFICIARY

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
William J. Johnson, if living	244 South Ann Street, Olney, Ga.	Father	All
Otherwise to: Sarah L. Johnson	244 South Ann Street, Olney, Ga.	Sister	All

HOW TO CANCEL A DESIGNATION OF BENEFICIARY SO THAT AMOUNT DUE WILL BE PAYABLE AS PROVIDED IN THE LAW

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Cancel prior designations			

*Do not write name as C. M. Jackson or as Mrs. John H. Jackson.

**Be sure that the shares to be paid to the several beneficiaries add up to 100 percent.

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

March 8, 1951

I certify that I have ~~received~~ the following Government property for official use:
returned

Key to room # 2264

20 MAR 13 1951

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

H. L. Edwards
H. L. Edwards

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: MARCH 16, 1951

FROM : H. L. EDWARDS

SUBJECT: [REDACTED]
Records Section Employeeb6
b7C

By routing slip of 3/15/51, the Director has inquired as to who approved leave without pay, and particularly the temporary assignment of the clerical employee to Cincinnati, incident to the injury of his roommate. The clerical employee in question is [REDACTED] assigned to the Records Section, and his roommate was William F. Connors, also a Records Section employee. The facts are respectfully submitted as follows.

The Manual of rules and Regulations contains the following rule on leave without pay, "leave without pay is not granted for personal reasons such as a vacation, getting married, etc.; however, it is granted whenever an employee does not have sufficient leave when an emergency annual leave due to illness in the family, that is, where there is an emergency. It is also charged, of course, when an employee has insufficient leave to cover an absence on sick leave. Any request for leave without pay except those involving extended sick leave or emergency annual leave due to illness in the family, etc., should be referred to the Bureau for approval."

Briefly, the situation in this case was that employee William F. Connors suffered a very serious fracture of the femoral bone in his left leg which is in the region between the knee and the hip. This accident occurred on the evening of March 1, 1949, while bowling on a Records Section Team. He was removed to Emergency Hospital, and it was determined that there was a shattering of the bone and it was necessary to place him in a cast, which the Health Service records indicate extended from well above the waist line to the knees of both legs, and it was necessary for him to wear this cast for several months. It was not until September, 1949, that he was even permitted to be up on crutches. Because of the great expense in this case, and the fact that the employee came from a poor family, it was ultimately decided that he would have to return to his home in Cincinnati for convalescence. He did not want to do this because it would place a great burden upon his widowed mother, but after rejecting consideration of the possibility of transferring him to Gallinger Hospital under the pauper's provision, he decided that returning home would be best.

It was absolutely imperative that he be accompanied home by someone and the trip had to be made by train, and it is recalled that special arrangements had to be made to put the stretcher through the windows, in order to get it on the train.

Records Section employee [REDACTED] who was an acquaintance of the patient, and who had been at the bowling alley when the injury occurred, volunteered to request annual leave for the purpose of accompanying

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b7C

Mr. Conners to Cincinnati, which he did on approval of the annual leave, and accordingly, after more than eight weeks in the hospital, employee Conners was removed to Cincinnati by train, accompanied by [] on May 16, 1949. Employee [] remained with Conners on annual leave for approximately two weeks, after which he returned to his work in the Records Section. [] was commended by letter of May 3, 1949 for the assistance he rendered Conners while Conners was hospitalized in Washington, and he was again commended by letter on June 22, 1949, as the result of a letter which was sent to the Bureau by employee Conners only brother in behalf of his mother, his family, and himself, calling attention to the great assistance rendered [] up to that time. The Records Section employees had contributed \$653.04 on Conners' hospital bill, in addition to the remembering him with flowers and many other small gifts during his hospitalization, and otherwise continued to assist him in every way possible, but it was felt [] personal sacrifices were sufficiently worthy of individual commendation.

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b7C

About the first of August, 1949, [] talked with employee Conners and Conners' mother by long distance phone, and the mother advised [] the leg was not progressing satisfactorily and the physician had instructed that the leg be massaged four hours each day, in addition to the light and heat treatments. The mother was in tears when she called [] and asked if [] could come to Cincinnati to assist her in caring for her son. Although Conners had a brother in Cincinnati, the brother was the sole means of support for the family and would be unable to sufficiently care for the patient. [] felt that he should accede to Mrs. Conners' request, and consequently, he asked for his accrued annual leave and approximately one month's leave without pay. The Records Section recommended [] be transferred to Cincinnati on a temporary basis, and if this were not possible that he be granted leave without pay to assist Conners' mother in providing Conners with adequate care.

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The recommendations of the Records Section were transmitted to the Administrative Division for approval. A letter was promptly sent to Cincinnati outlining the circumstances of this case to them and asking if they could utilize [] services there on a temporary basis, this letter having been prepared by Special Agent Supervisor Dale Norman, no longer assigned to the Administrative Division, initialled by him, by Mr. H. L. Edwards, by yourself, and by Mr. J. A. Carlson for Mr. Tolson's office. In the meantime, the Administrative Division on approved [] immediate departure to Cincinnati on annual leave and up to one month's leave without pay. [] was subsequently transferred to Cincinnati, as the result of a communication from SAC, stating he could utilize his services there, and [] entered on duty in Cincinnati on 9/19/49, after a period of one month's leave without pay. Now Government expense was involved in [] transfer to Cincinnati.

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b7C

The transfer letter [] was prepared by the Movement Unit under H.L. Edwards' supervision, was initialled by Mr. J. E. Edwards, yourself, and Mr. J. A. Carlson for Mr. Tolson's Office.

As to who specifically approved the leave without pay in the Administrative Division, the files of employees [redacted] and Conners do not clearly show just how this came about, other than the fact there is a memorandum from the Records Section in the file, showing that Mr. H. L. Edwards telephonically advised Mr. Eames of the Records Section that a letter had been directed to the Cincinnati Office, and [redacted] would be temporarily transferred there if his services could be utilized. otherwise it would be satisfactory for him to take leave without pay as had been recommended. Whether I talked to anyone about this matter before getting approval is not apparent from the file, and consequently, I feel that I should accept full responsibility for having approved this leave without pay. I am sure I must have felt at the time that such action would be consistent with the best interests of the Bureau and desirable personnel procedure, giving credit to all the surrounding circumstances in this case. If I erred I am indeed sorry, and I can assure you I will endeavor to prevent any future recurrence.

b6
b7C

HLE: pam

ADDENDUM: 3/19/51 WRG:JC

I recalled at the time this case was being considered that it had been discussed at quite some length at the Bureau. I cannot recall at this time exactly what steps were taken to secure approval for leave without pay and temporary assignment to the Cincinnati Office. The file is silent on approval for such action. I can only say that in the future I will endeavor to be doubly sure to see that such matters are called to the attention of the Director.

NOTES: Hereafter, any requests for leave without pay should be the subject of a separate memorandum, with recommendation, for my approval or action.

Yes. This case was handled most sloppily by Glavin's Office.

H.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN *GL*

DATE: April 16, 1951

FROM : H. L. EDWARDS *HL*

SUBJECT:

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____ b6
 b7C

Confirming information which I reported to you last evening, I was examined this afternoon by Captain [] head of the Eye, Ear, Nose, and Throat Department at Bethesda because of a persistent sore throat which I have had for the past eight days and it appeared to be unusual because it was not associated with any symptoms of a cold, and in addition, it appeared to become complicated beginning Sunday morning, April 15, 1951, by my noticing that my tongue had become black and this discoloration continued without disappearing.

[] concluded that I have catarrhal inflammation throughout the larynx especially marked over the arytenoid and he observed that the left arytenoid has a suggestive area which could be an ulcer. b6 b7C

[] recommended: (1) voice rest at home for a minimum of one week; (2) no smoking; (3) antisthine praline medicine four times daily; (4) pyrabenzamine 4 times daily; (5) a re-examination by him on Friday, April 20, 1951.

[] strongly recommended that I follow this prescribed treatment otherwise he said the condition is apt to become aggravated and may produce complications and will be more difficult to clear up. MAY 1951

Pursuant to my conversation with you I will begin following his recommendations effective immediately. I would like you to know that I do not like this situation to occur at this time because of the volume of work but there is a great deal of job classification work that I can easily do at home and which will not require the use of my voice.

HLE:gt

I instructed him to explicitly follow the Doctor's orders

*Let to Mr. Edwards
 4-18-51
 HLE*

B JRM

3/10/51

CLINICAL RECORD

CONSULTATION SHEET

TO:

ENT

FROM: (Requesting ward or unit)

Civ Treat. Rm

DATE OF REQUEST

4-16

b6
b7C

REASON FOR REQUEST (Complaints and findings)

Black hairy tongue, probably caused
by local use of penicillin lozenges. Acute
catarrhal pharyngitis; could be chemical, bacterial,
or atopic.

PROVISIONAL DIAGNOSIS

DOCTOR'S SIGNATURE

APPROVED

PLACE OF CONSULTATION

☐ BEDSIDE ☐ ON CALL

☐ ROUTINE

☐ EMERGENCY

CONSULTATION REPORT

The tonsils are larger than usual
at this age and are probably chronically
hypertrophied.

Pharynx - catarrhal inflammation
throughout especially marked
over both tonsils. Left
tonsil has suggestive area
on anterior process which
could be an ulcer

III Ears - negative except for retraction,
left drum.

IV Nose - negative

(Continued on reverse side)

SIGNATURE AND TITLE

DATE

IDENTIFICATION NO.

ORGANIZATION

PATIENT'S LAST NAME - FIRST NAME - MIDDLE NAME

EDWARDS H. LYNN

REGISTER NO.

FBI

WARD NO.

101-1

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

CONSULTATION SHEET
Standard Form 513

RX- ① Voice rest at home.

② No smoking

③ Antistim ~~pril~~ aerosol 4X daily.

④ Pyribenzamine 25 mgm q.i.d.

To be re-examined Friday
April 20.



b6
b7c

Office Memorandum • UNITED STATES GOVERNMENT

TO : W. R. GLAVIN *[initials]*
 FROM : H. L. EDWARDS *[initials]*
 SUBJECT: SICK LEAVE

DATE: April 21, 1951

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Reference is made to my memorandum of April 16, 1951, wherein I set out the diagnosis which was made by [redacted] at the National Naval Medical Center and the treatment which he prescribed, the most important of which was voice rest.

I have continued on voice rest and the medications which were prescribed and all the pain in my throat has disappeared. I returned to the National Naval Medical Center on April 20, 1951, and was again seen [redacted] He was very pleased with the improvement in my condition, but stated that I should remain on voice rest and return to Bethesda on April 25, 1951, continuing my present treatment at home. This will require that I remain away from the Bureau until at least Thursday, April 25, 1951.

b6
b7C

This is submitted for your information.

2 MAY 22 1951

171084-147

89

WHN:cmn

April 18, 1951

Mr. E. Lynn Edwards
3515 A. South Stafford Street
Arlington, Virginia

Dear Mr. Edwards:

I have been advised that you are suffering with a catarrhal inflammation of the larynx, and I hope that by now your condition has improved and you are not experiencing too much discomfort.

I am sure that you will realize the importance of explicitly following your doctor's recommendations. I know that it is easier said than done, but I do hope that you will make an effort to dismiss all thoughts of the office from your mind, and I do not want you to return to duty until your doctor feels that this condition has been completely cured.

If there is anything that I can do to be of assistance, please do not hesitate to call upon me.

Sincerely yours,

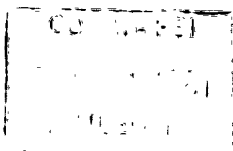
J. Edgar Hoover

APR 18 5 55 PM '51
U.S. DEPT. OF JUSTICE
DIRECTOR

[Handwritten signature]
[Handwritten initials]
[Handwritten date: APR 18 1951]

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

NPG:amb



Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON
 FROM : W. R. GLAVIN
 SUBJECT: PERSONNEL ADVANCEMENT

DATE: May 2, 1951

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Chief Clerk's Office

With reference to the recent request concerning Special Agent personnel who could be recommended for advancement in the Bureau's service, I wish to again point out the following Special Agent personnel assigned to the Administrative Division who could be considered for such advancement:

Mr. N. P. Callahan
 Mr. J. I. Cavanaugh
 Mr. E. R. Clayton
 Mr. W. E. Clark
 Mr. C. R. Davidson
 Mr. H. L. Edwards
 Mr. J. E. Edwards
 Mr. R. C. Gresham
 Mr. A. P. Gunsser
 Mr. W. S. Hyde
 Mr. H. V. Kennedy
 Mr. W. E. Leishear
 Mr. T. F. Ring
 Mr. W. S. Tavel
 Mr. P. G. Travers
 Mr. C. L. Trotter
 Mr. T. D. Webb

I also again wish to point out that Mr. L. J. Gauthier and Mr. R. C. Renneberger possess basic qualifications for further advancement in the Bureau, however, they are best serving the Bureau in their present positions and I do not feel that it would be to the advantage of the Bureau to make a change in their assignments at this time.

I have a number of new supervisory Agents in this Division at this time, however, they have not been assigned here a sufficient period of time to definitely make any recommendation concerning them. Such recommendations will be made when it is felt that they have developed sufficiently in this Division to warrant such recommendations.

WRG:JC

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: April 10, 1951

FROM : The Executives Conference

SUBJECT:

Efficiency Ratings

The Executives Conference of April 10, 1951, consisting of Messrs. Ladd, Clegg, Sizoo, Belmont, Rosen, Harbo, Mohr, Tracy and Glavin considered a suggestion submitted by H. L. Edwards concerning Performance Ratings.

It was pointed out to the Conference that a number of Outstanding ratings have been received on personnel covering the annual rating period as well as the 60 day periods and a review of these Outstanding ratings reflects that none of those which have been submitted have complied with the specific requirements of the Performance Rating Act of 1950. He pointed out that it has been necessary to communicate with Special Agents in Charge as well as with the divisions at the Seat of Government regarding these ratings. He felt that approval of the form will greatly facilitate such correspondence in the future.

The Conference unanimously recommends the approval of the suggested form letter.

Respectfully,
For the Conference

RECORDED

Clyde Tolson

67-033-149

Searched

Numbered

Filed

5

FEDERAL BUREAU OF INVESTIGATION

CC: Mr. Clegg

Mr. Mohr

WRG:cr

*OK**THREE*

Tolson	
Ladd	
Clegg	
Glavin	
Nichols	
Rosen	
Tracy	
Harbo	
Belmont	
Mohr	
Tele. Room	
Nease	
Gandy	

Copy filed in 67-80010

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

0

Name of Employee: H. LYNN EDWARDS

Where Assigned: ADMINISTRATIVE PERSONNEL SECTION
(Division) (Section, Unit)

Payroll Title: _____

Rating Period: from April 1, 1950 to March 31, 1951

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

Rated by:

Signature

Title

Date

Reviewed by:

Signature

Title

Date

Rating approved by:

Signature

Title

Date

Assistant Director,
Federal Bureau of Investigation

JUN 11 1951

TYPE OF REPORT

() Official

(X) Annual

() Administrative

() 60-day

() Transfer

() Separation from service

() Special

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

F. B. I.
U. S. DEPT. OF JUSTICE

JUN 21 11 57 AM '51

REC'D
PERSONNEL UNIT

JUN 11 8 01 AM '51

FBI
U.S. DEPT. OF JUSTICE

H. LYNN EDWARDS
ADMINISTRATIVE DIVISION

Mr. Edwards has continued as the Personnel Officer of the Bureau during the past year and as such has had responsibility for the coordination of the various personnel procedures at the Seat of Government. During the past year it has been necessary to handle a great many matters pertaining to reallocations and reclassifications of positions, both at the Seat of Government and in the field, and he has approached these particular projects in a sensible light and has been able to establish sound working basis for such procedures in the future. He is thoroughly familiar with the Classification Act and all its ramifications and he is sound in his recommendations concerning such matters.

As Personnel Officer he is also responsible for the applicant recruitment placement policies, the preparation of administrative and disciplinary memoranda, and all other matters pertaining to personnel of the Bureau. He has accepted his responsibilities without complaint and has worked long hours continuously in order to keep abreast of the work being referred to him for attention.

By letter dated May 17, 1950, he was cautioned because of an undue delay in the acknowledgment by a section under his supervision of a letter from ASAC F. C. Finley advising of the purchase of a house and change in his office of preference.

Also on November 6, 1950, he was cautioned in connection with his approval of a letter addressed to Special Agent Elmer W. Larson, Jr. referring to Larson's desire to transfer to the Boston Office rather than to the Chicago Office to which he had requested a transfer.

On December 26, 1950, his attention was called to a delay in the submission of the November voluntary overtime report for the Seat of Government which was handled in a section under his over-all supervision.

He possesses a high degree of loyalty to the Director and the Bureau and I would have no hesitancy in recommending him from an efficiency standpoint to an executive field position. He has full knowledge of the Bureau's responsibilities and would be a better than average supervisory employee on the investigative side of our work as well as on the administrative side. I rate Mr. Edwards as a most Satisfactory employee.

WRG:JC

Initials

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee H. LYNN EDWARDSTitle Special AgentRating Period: from 4/1/50 to 3/31/51

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- | | |
|--|--|
| <u>+</u> (1) Personal appearance. | <u>✓</u> (17) Firearms ability. |
| <u>+</u> (2) Personality and effectiveness of his personal contacts. | <u>○</u> (18) Development of informants and sources of information. |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>○</u> (19) Reporting ability:
<u>-</u> (a) Investigative reports
<u>-</u> (b) Summary reports
<u>-</u> (c) Memos, letters, wires
(Consider: <u>-</u> conciseness; <u>-</u> clarity; <u>-</u> organization; <u>-</u> thoroughness; <u>-</u> accuracy; <u>-</u> adequacy and pertinency of leads; <u>-</u> administrative detail.) |
| <u>+</u> (4) Physical fitness (including health, energy, stamina). | <u>○</u> (20) Performance as a witness. |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>+</u> (21) Executive ability:
<u>+</u> (a) Leadership
<u>+</u> (b) Ability to handle personnel
<u>+</u> (c) Planning
<u>+</u> (d) Making decisions
<u>+</u> (e) Assignment of work
<u>+</u> (f) Training subordinates
<u>+</u> (g) Devising procedures
<u>+</u> (h) Emotional stability
<u>+</u> (i) Promoting high morale
<u>+</u> (j) Getting results |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>○</u> (22) Ability on raids and dangerous assignments:
<u>-</u> (a) As leader
<u>-</u> (b) As participant |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives. | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement. |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>+</u> (24) Ability to work under pressure. |
| <u>+</u> (9) Planning ability and its application to the work. | <u>-</u> (25) Miscellaneous. Specify and rate:
<u>-</u>
<u>-</u>
<u>-</u> |
| <u>✓</u> (10) Accuracy and attention to pertinent detail. | |
| <u>+</u> (11) Industry, including energetic consistent application to duties. | |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application. | |
| <u>✓</u> (14) Technical or mechanical skills. | |
| <u>○</u> (15) Investigative ability and results:
<u>-</u> (a) Internal security cases
<u>-</u> (b) Criminal or general investigative cases
<u>-</u> (c) Fugitive cases
<u>-</u> (d) Applicant cases
<u>-</u> (e) Accounting cases | |
| <u>○</u> (16) Physical surveillance ability. | |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): _____

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): _____

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING : SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

July 3, 1951

0
Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

The recent incident wherein the name of Special Agent [redacted] was erroneously omitted from the list of employees to receive Service Award Keys in April, 1951, has been brought to the attention of the Bureau, and it is apparent that the carelessness manifested by employees under your supervision in this instance should not have occurred.

You are well aware of the embarrassment which results from an omission of this nature, and it is essential that immediate and appropriate steps be taken by you and the employees under your supervision to make sure there is no recurrence.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

U. S. DEPT. OF JUSTICE
FBI
RECEIVED READING ROOM

cc: Mr. Glavin

(Confidential)

COMM - FBI

JUL 3 - 1951
MAILED 19

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

I certify that I have ~~received~~ the following Government property for official use:
returned

Key to Room 4519

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

13 SEP 29 1957
FILE
WRG
PER *[Signature]*

Very truly yours,

H. L. Edwards
H. L. Edwards, SA

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

August 14, 1951

I certify that I have received the following Government property for official use:
~~RETURNED~~

Key to room 4519

Returned key to room 4515

ALPHABETICAL

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE

WBG

PTA

Very truly yours,

H. Lynn Edwards
H. Lynn Edwards, SA

52A 1617 1951

OFFICE MEMORANDUM . UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, Miami (62-3380)
SUBJECT: ALLEGATIONS AGAINST UNIDENTIFIED
BUREAU PERSONNEL IN [REDACTED]
[REDACTED] COMPLAINT.

DATE: May 27, 1952
ATTENTION: MR. LYNN EDWARDS
A I R M A I L

ReBulet 5/22 last; Butel 5/23, instructing immediate interview with [REDACTED] summary to reach Bureau by 9 A.M., 5/26 instant; and telephone call to Supervisor LYNN EDWARDS from SAC R. W. Wall, Jr, at 8:40 A.M., 5/26/52.

Efforts to contact [REDACTED] on the afternoon of May 22 at [REDACTED] Miami, Florida, were negative. On May 25 at 8:15 P.M., ASAC W. W. BURKE contacted [REDACTED] at this address. The residence [REDACTED] at the above address is a third or fourth rate boarding house and inasmuch as there was little offered in way of a place to conduct appropriate interview [REDACTED] Mr. BURKE requested [REDACTED] to walk a short distance down [REDACTED] away from the house, stopping in a lighted area near [REDACTED] located at [REDACTED]

Upon proper identification ASAC BURKE advised [REDACTED] that he was there to see [REDACTED] in reference to the letter the latter had written to the Director of the Federal Bureau of Investigation. [REDACTED] was instructed to feel free to divulge any and all information in his possession concerning the matter which was the topic of [REDACTED] letter to the Director. At the same time assurance was offered by ASAC BURKE that appropriate action would be taken by Bureau officials.

[REDACTED] immediately asked what he was to get out of it. It was explained [REDACTED] that the thought existed that he would be quite willing to furnish this type of information in order that the matter could be properly handled by appropriate officials. [REDACTED] became rather obnoxious and in loud tones stated that he had spent years, a lot of his blood and thousands of dollars in his efforts to obtain this information and that he did not intend to give it freely. He stated, "You're all alike, always wanting something for nothing". [REDACTED] stated, "You will get it when those thieving bastards give me back what they have stolen from me". BURKE asked [REDACTED] to explain this statement. [REDACTED] in explanation said,

WW:GK
AM

Director, FBI

"I've given those bastards plenty of information about every [redacted] I was promised plenty for it but I never got a God damned dime". [redacted] made mention of the fact that he had given information to Agents on at least fifty occasions in Las Vegas, Nevada.

It was noted by ASAC BURKE that the loud talk was attracting some attention from those on the porch of the boarding house [redacted] as well as from a couple of men at [redacted]. The conversation was discontinued on this account and BURKE took [redacted] by the arm and proceeded to walk him into the office of [redacted] where a call was made by BURKE to the Field Office. b7D

SA FRANCIS J. SCHMIDT was at the office at the time of instant call and was summoned to [redacted] where BURKE waited [redacted] in company [redacted]
[redacted]

No effort was made to continue the interview although [redacted] continued to discuss in detail the matter of a bunch of "thieving bastards" taking him for everything he had. He referred to the Agents as a bunch of "God damned cheap cops who were not smart enough to work and make a case", adding they "always wanted someone to tell them the needed information". [redacted] was instructed on several occasions to be quiet, that the matter would be discussed further at the FBI Office. He continued the usual obnoxious chatter and shortly made the statement, "I know your boss, JOHN EDGAR HOOVER. He knows all about the information I furnished Agents." At this point BURKE commanded [redacted] to "shut up." [redacted] continued, "He's just like the rest, a thieving bastard". BURKE, at this point, sitting to the right [redacted] at arm's length gave [redacted] a sharp but solid, back-handed slap on the left cheek. This action brought temporary silence. b7D

After a few moments [redacted] continued, "You're just like the rest of them. All you know is how to beat the information out of people". BURKE states he advised [redacted] at this time that he was not interested in the information at the time, only interested in [redacted] remaining quiet; that he, [redacted] would probably have an opportunity to furnish his information to a Federal Grand Jury under oath. b7D

[redacted] commented briefly regarding BURKE's having hit him with his fist. BURKE positively states only the backside of the open left hand struck [redacted] on the left cheek.

Director, FBI

While sitting in the office of [redacted] asked for a drink of water. According to Mr. BURKE one of the men present, although he did not notice which one, said there was no water there. As one of the men was drinking a Coco-Cola obtained from a refrigerated Coco-Cola machine, BURKE offered [redacted] a Coco-Cola, which was refused by the latter. The other man, believed to be [redacted] obtained a glass of water from a small thermos bottle, giving it to [redacted] at this point made the statement to BURKE, "You wouldn't give me any water but someone else did".

b7D

It was pointed out by ASAC BURKE that [redacted] continued in conversation for the benefit of those present and finally [redacted] said [redacted] "Why don't you shut up? If I was this man I'd take you by your feet and beat your brains out against the floor if you talked to me like you talked to him".

SA SCHMIDT arrived at [redacted] 8:38 P.M., having been called at exactly 8:30. [redacted] in company with the Agents, proceeded to the Field Office, arriving at 8:48 P.M.

[redacted] at the water fountain in the Field Office, drank considerable water. While drinking he commented, "It's a good thing you did not hit me on this side", indicating his right cheek, "because I just had three teeth pulled". He commented in effect that the pulling of three teeth at one time was rough and asked Agents if they ever had that done.

b7D

During the interview at the Field Office which culminated at 9:25 P.M., [redacted] continued his belligerent and obnoxious attitude.

The following information was obtained during the interview:

[redacted] stated he had been in Miami approximately three weeks; has been residing during this time at [redacted] He advised he was born [redacted] He obtained an 11th grade education in the [redacted] High School, having attended grade school in a rural school four miles outside of [redacted]

b7D

[redacted] advised he had been [redacted]

Director, FBI

[redacted] advised that he went to Las Vegas about 1932 for a short time. He left Las Vegas and wandered around the country, finally coming to Florida in the same year. He stated that he came to Florida in the year that "Jake-Leg ROOSEVELT came into office. That was the worst calamity that ever hit this country when that bastard got into office". He states he left Miami in 1933 about two days after the earthquake hit Compton, California. He said he went to Redondo, California, where he remained while working, clearing debris at Compton. He states he then went to Las Vegas. According to his statements it was while in Las Vegas that he was offered money by Agents for information concerning [redacted]. He named the following three Agents: ROBERT JONES, AL SUTTON And G. W. COULTHARD as Agents with whom he had dealt while in Las Vegas. He added that he had dealt with at least fifty Agents in Las Vegas but refused to furnish any further names, stating that three were enough. He again stated he had furnished information [redacted] but Agents never paid him "a God damned cent".

b7D

According to [redacted] he was in the [redacted] business in Las Vegas and purchased [redacted] where he asked a fellow he named as [redacted] related [redacted] brought them to [redacted] according to agreement. [redacted] stated he started running around with [redacted] and did some work for [redacted]. He said [redacted] wouldn't pay him but started [redacted]

b6
b7C
b7D

Director, FBI

[] stated that in April, 1950, he returned to Las Vegas where he furnished information to []

[] He stated he tried to get [] to identify the murderer but he would not. []

[] According to his statements an unnamed doctor told him that he had no authority to release [] and that if he, [] left the hospital he would have to stay out of Nevada.

b6
b7C
b7D

[] smiled in a sarcastic manner and stated he had given all the information he intended to give. He stated, "When the FBI agrees to pay for [] and the cost of collecting, then I will be ready to furnish complete information on the matter I had in mind when I wrote to the Director. If I don't get it I will take it out in trade".

b6
b7C
b7D

The interview was terminated as above stated at 9:35 P.M. and [] was driven to [] in company with ASAC BURKE and SA SCHMIDT.

b7D

BURKE states firmly and positively that at no time did he lose control of his emotions, but stated the display in words as was being put on [] became so violent that the action taken by him was necessary to in some manner quieten him. He states that he took the insulting remarks concerning himself and Agents, but felt that the action taken was absolutely necessary when the same insulting remarks were being cast toward the Director. BURKE summed up his remarks by

Director, FBI

stating that this character was the most vicious-tongued individual he had ever encountered in his twelve years with the Bureau plus nearly three years with the Mississippi State Patrol, and that the action taken by him was absolutely necessary under the existing circumstances.

11 A.M. TO 1 & 6 TO 8 P.M.
THURS. A.M. SAT. & SUN.
BY APPOINTMENT

HENRY R. PEAR, M. D.
400 Pennsylvania Ave., S. E.
Washington, D. C.

PHONE LI. 37327
IF NO ANSWER CALL
MED. BUREAU RE. 5100
REG. NO. 2298

NAME

R

Dear [REDACTED]

Please give
Mr. Lynn Edwards, 1 cc of
glycerophosphate + 1 cc of
Vit B₁₂ combined to equal
2 c.c. intramuscularly
twice weekly at a convenient
time. Thanks a million.
6/6/50. H. R. Pear

DATE
2315

REFILL O-1-2

M. D.

b6
b7C

154

30734

FEDERAL BUREAU OF INVESTIGATION
SERIAL CHARGE-OUT

* This form is consolidated with the old FD-654, based on a Sentinel review.

Date 8/9/11

Document Classification: ☐ Unclass ☒ Confidential ☐ Secret ☐ Top Secret

Document Type: ☒ Letter ☐ Airtel ☐ LHM ☐ Memo ☐ Report
☐ Facsimile ☐ Teletype ☐ Misc ☐ EC ☐ Email
Enclosure _____ Attachment _____

SCI TYPE: *requires special handling

☐ SI* ☐ TK* ☐ GAMMA* ☐ COSMIC(NATO)
☐ HCS* ☐ SSRP* ☐ BYE* ☐ Other _____ (specify)

FD-501 Number _____

Date of Mail 7/3/51

Originating Office or agency FBI

This serial has been removed and placed in:

☐ Special File Room, FBIHQ ☐ FBIHQ, Room _____

☒ ARC
Field Office-Room # Container # or Other Location Where Material Is Stored

File 67 171084 NR
Class. Office of Origin Case No. Last Serial

☐ Pending ☒ Closed

Serial No.

Description of Serial

Date Charged

<u>NTC</u>	<u>letter of censure</u>	<u>8/9/11</u>

Employee _____

RECHARGE

Date _____

To _____ From _____

Initials of
Clerk

SERIAL CHARGE-OUT

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO: MR. TOLSON

FROM: W. F. CALLAHAN

SUBJECT: [REDACTED]

DATE: 6-27-51

TEN-YEAR SERVICE AWARD LETTER AND PAY

b6
b7C

It is noted that the name of the above captioned Agent was in error omitted from the list made up of those to receive Service Award Letters in April, 1951. [REDACTED] and [REDACTED] actually made up the list. [REDACTED] was also responsible as the Clerical Supervisor and W. F. Callahan was the Agent Supervisor responsible for the preparation of this list. b6 b7C

It is recommended that letters of censure be directed to [REDACTED] and Mr. H. L. Edwards

WOLFE'S MOTIVATION "AND" T. DIRECTOR'S MOTIVATION "I DO THINK SOMEONE COULD BE FORCED TO AVOID THESE KIND OF MISTAKES. ALSO ARE WE NOT GOING TO GIVE SOME KIND OF EXPLANATION TO C. I. AS WHY WE ARE MISSING A LETTER DATED IN APRIL." H.

HFC:ake

14 JUL 30 1951

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. GLAVIN

FROM : H. L. EDWARDS

SUBJECT: JOHN THOMAS CURTIN
Former Special Agent
(VETERAN)

DATE: May 1, 1951

This memorandum is being submitted at your request to explain any basis I might have had for initialing an outgoing letter addressed to former Special Agent John Thomas Curtin at the Kansas City Office, dated October 25, 1950, advising him of his suspension from October 26, 1950, through November 24, 1950, and requesting his resignation, effective at the termination of his suspension. Although this letter on its face purported to give Curtin the 30 days' notice to which he was entitled as a veteran, in fact he did not receive the letter from SAC Boardman until October 28, 1950, hence, had only 28 days' notice, or 27 days if we disregard the day on which he received the letter.

Since learning of the Civil Service Commission's ruling in this case that Curtin should have had the letter in his hands for 30 full days before we could legally dismiss him, I can assure you that this case has been productive of a great deal of concern and worry on my part. There is no excuse for my initialing the letter. I was wrong in so doing, and the least I can say is that it has taught me a lesson I shall never forget. I wish to assure you that I will do everything in my power to insure that the regulations in these cases are carried out to the letter.

I wish to reiterate that I am very sorry this letter got through me. I fully appreciate the magnitude of this error, and it goes without saying that whatever disciplinary action you see fit to recommend against me could be nothing but reasonable under the circumstances.

HLE:pam/bm

JUL 2 1951

OFFICE MEMORANDUM-----UNITED STATES GOVERNMENT

DATE: September 29, 1951

TO : MR. GLAVIN
FROM : H. L. EDWARDS
SUBJECT: INITIALING OF ERRONEOUS WIRE

An erroneous wire of 9/22/51, was sent to Newark instructing that Special Agent Bernard E. Buscher be suspended without pay from September 24, 1951, through October 18, 1951, whereas the suspension should have been through October 8, 1951.

This wire was initialed in the Administrative Division by myself and you, and unfortunately it was not detected beyond the Administrative Division and, consequently, went out by teletype to Newark in its erroneous condition. The error was rectified on the morning of 9/24/51, by being detected in the Personnel Action Unit in checking the fanfold and by immediately thereafter calling the SAC at Newark and giving him the correct dates. The confirmatory letter went out in correct form.

I have no excuse for failing to detect this error when I reviewed the wire and initialed it. The action was being carried through as I recall because it was expedite and urgent, but nevertheless this is no excuse for my failing to check it carefully to make certain the dates were correct.

In accordance with my conversation with you, I am reporting herein also that you similarly are advancing no excuse for your failure to detect this error.

RECOMMENDATION

- (1) That I receive a severe letter of censure for this error.
- (2) That you be sent a letter of censure for this error.

ELL:rs

DIRECTOR'S NOTATION" O.L." (s)H.
ELSON'S NOTATION"YES" (s)T.

SEP 29 1951

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. GIAVIN
FROM : H. L. EDWARDS
SUBJECT: BERNARD E. BUSCHER
Special Agent
Newark Office

DATE: September 29, 1951

RE: CLERICAL ERROR IN CORRESPONDENCE

By wire dated 9-22-51 to the Newark Office, the Bureau instructed that the captioned Agent be suspended without pay from 9-24-51 through 10-18-51, whereas the suspension should have been through 10-8-51. The wire containing this error was prepared in the Personnel Action Unit by clerical employee [redacted] it was checked by clerical employee [redacted] in the same Unit; thereafter it was initialed by me, by you and by Mr. [redacted] for Mr. Tolson's Office and after that it cleared the Reading Room, the Director's Office and was sent out by the Teletype Unit. b6 b7C

The error was detected in checking the fanfold action on the suspension on the morning of 9-24-51, and was immediately rectified by telephonically contacting the SAC At Newark. The confirmatory letter regarding the suspension went out of the Bureau in correct form. Consequently, the only error in this case was in the wire.

There are attached individual memoranda concerning two clerical employees involved with recommendations for disciplinary action as well as a memorandum recommending appropriate action for certain of the individuals who initialed the outgoing wire.

ATTACHMENTS
HLE:rd

DIRECTOR'S NOTATION: "I SHOULD SAY SO." H.
TOLSON'S NOTATION: "A VERY EMBARRASSING ERROR." T.

7
OCT 24 1951

October 17, 1951

0
Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

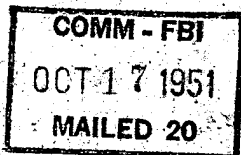
The Bureau has noted that in connection with a recent personnel matter involving a married female employee of the Identification Division, you caused this employee to be questioned concerning whether or not she became pregnant prior to her recent marriage. You should have realized that such an interview of an employee along these lines would be most embarrassing to the employee and could reflect unfavorably upon the Bureau in view of the fact that this employee was married.

It is expected that you will exercise more considered judgment under such circumstances in the future to avoid any action such as this, which resulted in an intrusion upon the privacy of an employee and could cause considerable embarrassment to the Bureau. Should it again become necessary to call your attention to a similar failure, further administrative action may result.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director



19. NOV 55 6 11 PM '51

U.S. DEPT. OF JUSTICE

RECEIVED

NOV 1 1951

CC: Mr. Glavin (Confidential)
Personnel File of H. Lynn Edwards

708
FDR:ps

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

11 OCT 22 1951

[Handwritten signatures]

FEDERAL BUREAU OF INVESTIGATION
SERIAL CHARGE-OUT

* This form is consolidated with the old FD-654, based on a Sentinel review.

Date 8/9/11

Document Classification: ☒ Unclass ☒ Confidential ☐ Secret ☐ Top Secret

Document Type: ☒ Letter ☐ Airtel ☐ LHM ☐ Memo ☐ Report
☐ Facsimile ☐ Teletype ☐ Misc ☐ EC ☐ Email
Enclosure _____ Attachment _____

SCI TYPE: *requires special handling

☐ SI* ☐ TK* ☐ GAMMA* ☐ COSMIC(NATO)
☐ HCS* ☐ SSRP* ☐ BYE* ☐ Other _____ (specify)

FD-501 Number _____

Date of Mail 10/13/51

Originating Office or agency FBI

This serial has been removed and placed in:

☐ Special File Room, FBIHQ ☐ FBIHQ, Room _____

☒ ARC
Field Office-Room # Container # or Other Location Where Material Is Stored

File 67 171084 NR
Class. Office of Origin Case No. Last Serial

☐ Pending ☒ Closed

Serial No.

Description of Serial

Date Charged

<u>NR</u>	<u>inexcusable error</u>	<u>8/9/11</u>

Employee _____

RECHARGE

Date _____

To _____

From _____

Initials of
Clerk

SERIAL CHARGE-OUT

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : Mr. Glavin
FROM : H.L. Edwards
SUBJECT : [REDACTED]

DATE: October 12, 1951

Identification Division Employee

b6
b7C

This memorandum is submitted in response to the Director's inquiry as to who was responsible for intruding upon the privacy of the captioned Ident employee, the Director referring to the fact that the Administrative Division had requested the Identification Division Personnel Office to interview [REDACTED] on the basis of information obtained and confirmed by the Health Service to the effect [REDACTED] was married August 11, 1951, and yet furnished the Health Service with information from her doctor on 9-4-51 to the effect that the doctor had pronounced her approximately two months pregnant.

SA Supervisor [REDACTED] of the Personnel Section, who supervises the Health Service, prepared the initial memorandum in this case containing the Health Service information mentioned above and he recommended [REDACTED] be interviewed concerning this matter and if the facts were ascertained to be true as to her pregnancy predating her marriage, that she be requested to submit her resignation. He discussed this memorandum with me on the point of whether it would be permissible to have this interview conducted by the Identification Division Personnel Office or whether we should conduct it in the Personnel Section. As a result of my discussion of the matter with you at staff conference on the point of which division should conduct the interview, it was agreed that it would be appropriate for the Identification Division Personnel Office to conduct the interview. Thereafter, I referred that matter to Miss Frances Lo Medico, Personnel Counselor in the Identification Division, in the absence of Mr. J. M. O'Connor, Personnel Assistant, who was on annual leave. I assume responsibility for having instructed that this interview be conducted and I do not feel that you were at all responsible because the case was presented to you primarily from the standpoint of who should conduct the interview rather than the question of whether the interview should be conducted.

b6
b7C

Mr. J. M. O'Connor returned from annual leave shortly after I referred the case over to the Identification Division and he conducted the interview at my request, although he was not in agreement with the idea of interviewing the employee, as is confirmed by his subsequent memorandum.

I am very sorry I misinterpreted what I thought would be the Bureau's desires in this case. My reasoning was based upon the fact that if the Doctor was correct in his statement that the girl was two-months pregnant and yet had been married only three weeks, there was a prima facie indication of misconduct of a type which we would not condone if the facts came to our attention before the marriage.

OCT 21 1951

Memorandum to Mr. Glavin - Continued

I realize to my regret that my reasoning was not in accord with the policy which has now been clarified by the Executives Conference and the Director and I can assure you that I will abide by the desired policy in the future without deviation.

HLE:etw

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. H. L. EDWARDS

DATE: October 10, 1951

FROM : W. E. CLARK

SUBJECT: [REDACTED]

Clerk, GS-2
Identification Divisionb6
b7C

You have requested my explanation for an error in a memorandum I dictated concerning [REDACTED] the error consisting of her being identified in the caption as a Grade GS-3 clerk rather than a Grade GS-2 Clerk.

The Director, noting that the caption identified [REDACTED] as being a Grade GS-3 Clerk, and that the memorandum concerns the question as to when she should be considered for promotion to Grade GS-3, has commented, "This confuses me. How can she be considered for promotion when it indicates she is in Grade GS-3?"

b6
b7C

I have checked with the stenographer to whom the memorandum was dictated, [REDACTED] and she has advised me that her notes indicate that I dictated the caption just as it was typed. [REDACTED] should have been identified as a Grade GS-2 clerk, and it thus appears that actually, I committed two errors: I dictated the caption wrong, and in reviewing the typed product, I failed to note that the caption was wrong.

For these errors, there is no excuse. I will do my best to avoid such mistakes in the future.

WEC:FSB

ADDENDUM - October 10, 1951

I similarly am at fault for having initialed this memorandum without detecting the fact that the caption indicated this employee as being in Grade GS-3 instead of GS-2. I have no excuse for this carelessness.

RECOMMENDATION: In view of this instance of inexcusable carelessness, I recommend that letters of censure be sent to Mr. Clark and to me.

H. L. Edwards/pam

DIRECTOR'S NOTATION: "OK" H.
TOLSON'S NOTATION: "OK" T.

OCT 19 1951

Name: HOWARD L. EDWARDS

Entered on Duty: February 10, 1941

Salary: GS-14 \$9000

Office of Preference:

ASSISTANT DIRECTOR GLAVIN:

Mr. Edwards has been Personnel Officer of the Bureau assigned to the Administrative Division since 5-2-47. During this period of time I feel that he has performed outstanding duties in his assignment. He has indicated a continued personal interest in all of the problems of the Bureau concerning personnel and has given generously of his time in an effort to have set up an outstanding personnel service in the FBI.

He has developed a number of contacts in the Government service in Washington which have been of particular benefit to the Bureau. He has performed a considerable amount of overtime; as a matter of fact he averages 3 hours or more a day. He is at the office Sundays, holidays, and many working days late into the evening hours handling the many assignments which have been given to him.

I have endeavored during the years to operate the Administrative Division on an absolute minimum number of employees with the result that Special Agent Supervisors assigned to this Division must be thoroughly familiar with all duties performed in the Division and must be willing to do more than just a satisfactory job.

I would place Mr. Edwards among the top supervisors in the Bureau in his loyalty and in his conscientious performance of duty. It has been mainly through his personal efforts that our excellent contacts have been established with the Civil Service Commission insofar as classification matters are concerned. Our physical examining program presently covering facilities of the Army, Navy and Air Corps is a

Inspection Report
Personnel Section
Administrative Division
Assistant Director Clegg
Date:

11 NOV 9 1951

reflection of his sincere desire to do an outstanding job. He has been able to secure medical attention for many a Special Agent in the Bureau through his contacts at the Naval Hospital in this city which would otherwise have to be personally borne by Special Agents out of their own funds.

He is thoroughly familiar with all of the personnel activities of the Bureau and can be relied upon to exercise excellent judgment in the handling of very confidential matters affecting the Bureau and/or its employees. Mr. Edwards, due to his educational background, is particularly adept in the handling of important correspondence and he has been commended by the Director for certain communications prepared by him.

I feel in his present position he is a very highly satisfactory supervisory employee and he can best serve the Bureau in that position. I consider him as an excellent employee, an excellent administrator, and one whose loyalty to the Director and the Bureau have been proven many times in the past.

ASSISTANT DIRECTOR CLEGG: (J. M. DINSMORE)

By letter 11/6/50 Mr. Edwards was cautioned for erroneously preparing a letter addressed to SA Elmer W. Larson, Jr., referring to Larson's desire for a transfer to the Boston Office rather than to the Chicago Office, to which he had requested a transfer. By letter dated 12/26/50 Mr. Edwards was censured for the insufficient thought and consideration given to the supervision of the submission of the November overtime report for the SOG personnel. By letter dated 7/3/51 Mr. Edwards received a letter of caution in regard to erroneously omitting the name of SA [redacted] from the list of employees to receive service award keys in April, 1951.

b6
b7c

Mr. Edwards was awarded the 10-year Service Key on 2/10/51. On 3/31/51 Mr. Glavin rated Mr. Edwards as satisfactory and advised that as Personnel Officer Mr. Edwards had responsibility for the coordination of the various personnel procedures at the Seat of Government.

Mr. Edwards presents a good appearance, is intelligent and capable. He possesses a sincere, warm and friendly personality. Mr. Edwards is considered far above average and to be entirely loyal and faithful to the Bureau.

ASSISTANT DIRECTOR CLEGG:

I consider Mr. H. L. Edwards to be a competent employee. I feel that he is engrossed very busily in handling a large number of papers and documents and that it would be well if he could spend more time personally in conducting interviews with certain select In-Service Agents and Supervisory staff to help identify personnel problems and reach a solution before these problems have developed to a serious extent. The personnel under his supervision were found to be loyal, enthusiastic and a high degree of morale prevailed.

He is also to be commended for his part in the management of a recruiting program which recruited a large number of clerical and Special Agent employees within a comparatively short period of time. The supervision that was given under his over-all supervision to investigate Special Agent applicants found considerable to be desired, particularly since a large number of Special Agents were appointed who were found to be lacking in basic qualifications, and there was found to be inadequate information in many of the reports on investigation to see that the instructions which had been issued to the Field were being enforced. In general over-all capabilities and qualifications, Mr. H. L. Edwards is definitely above average.

Recommend Commendation
Reaction
neg. 11/1 ✓
M

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 1-16-52

FROM : W. R. Glavin ✓

SUBJECT:

Tolson	
Ladd	
Clegg	
Glavin	
Nichols	
Rosen	
Tracy	
Harbo	
Belmont	
Mohr	
Tele. Room	
Nease	
Gandy	

In conformity with the recent request concerning Special Agent personnel who could be recommended for advancement in the Bureau's service, I wish to again list the following Special Agent personnel assigned to the Administrative Division who could be considered for such advancement:

N. P. Callahan
 J. I. Cavanaugh
 E. R. Clayton
 E. E. Clark
 C. R. Davidson
 H. L. Edwards
 J. E. Edwards
 A. P. Gunsser
 W. J. Hyde
 W. E. Kleishear
 T. F. King
 W. S. Lavel
 T. D. Webb

I wish to further advise that SA Leo J. Gauthier and SA R. C. Renneberger possess the basic qualifications for further advancement in the Bureau; however, I personally feel they are best serving the Bureau in their present positions. I do not feel that it would be to the advantage of the Bureau to make a change in their assignment at this time.

The remaining supervisors assigned to this division have not been assigned to the division a sufficient period of time to permit me to definitely determine at this time whether they could be considered for additional advancement in the Bureau's service.

WRG:cr

4561-87

Jee
Coo

JAN 23 1952

JAN 23 1952

FEDERAL BUREAU OF INVESTIGATION

Room 5744 1/27 1952
Extension 351

To: _____ Director
_____ Mr. Tolson
_____ Mr. Ladd
_____ Mr. Nichols
_____ Mr. Belmont
_____ Mr. Clegg
_____ Mr. Glavin
_____ Mr. Harbo
_____ Mr. Rosen
_____ Mr. Tracy
_____ Mr. Callahan
_____ Mr. H. L. Edwards
_____ Mr. Gearty
_____ Mr. Gresham
_____ Mr. M. A. Jones
_____ Mr. Nease
_____ Miss Gandy
_____ Reading Room
✓ Personnel Records Section
_____ Records Section
_____ Mrs. Skillman

b6
b7C

See Me
Send File

For Appropriate Action
Note and Return

Clear file without
returning to A.S. Division
OK

B. C. GRESHAM

J. P. Mohr

7-45961-209

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

1-10-52

I certify that I have received the following Government property for official use:
~~returned~~

h
SUPERVISOR'S MANUAL # 29
(issued Jan. 2, 1952)

RETURNED

SUPERVISOR'S MANUAL # 29 ✓
(issued Aug. 21, 1950)

ALPHABETICAL

RECORDED

READ

MAR 5 1952

FILE
WRG

F138
The Government property which you hereby acknowledge
is charged to you and you are responsible for taking
care of it and returning it when its use has been
completed. DO NOT MARK OR WRITE ON IT OR MUTILATE
IT IN ANY WAY.

59 MAR 10 1952

Very truly yours,

H. L. Edwards
H. L. Edwards

February 11, 1952

Mr. H. L. Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

From a review of your memorandum to Mr. Glavin dated February 6, 1952, it is apparent that the Personnel Section of the Administrative Division was grossly inefficient in handling the request for a reclassification of the position of Supervisor of the Mail Room.

You pointed out in your memorandum that the initial job analysis sheet was submitted to the Personnel Section on April 4, 1951 and apparently was lost until it was again received in the Personnel Section for action on August 7, 1951. It appears that there was an initial failure to log this position in the Classification Unit so that it could be appropriately followed and action taken upon it without the resulting four-month delay.

As Personnel Officer of the Bureau you should be well aware of the effect of delays in handling classification matters on subordinate personnel and you should insure that these matters are handled promptly. In this particular instance an excellent employee was lost because of the gross inefficiency of the Personnel Section of the Administrative Division.

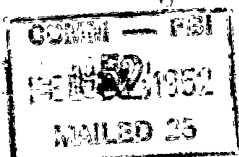
In view of the slipshod manner in which this job classification was handled in the Personnel Section of the Administrative Division, I want to express to you my extreme displeasure with your supervision of the Personnel Section and advise you that I am placing you on probation. You are instructed to promptly review the procedures in connection with the handling of classification matters in the Personnel Section and insure that such matters are handled properly and without the delay that was manifested in this instance. Should there be any recurrence of such an incident in the Personnel Section, it will be necessary to remove you from your position.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

JPM:DW



CC - Mr. Glavin

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Muglin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

154
FEB 12 1952
RECEIVED
FEB 11 1952
U.S. MAIL

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270
(1-1-50)

NAME EDWARDS, H. L. AGE 36 YEARS, 7 MONTHS
NATIVITY (state of birth) Pa. MARRIED, SINGLE, WIDOWED: married NUMBER OF CHILDREN 1
FAMILY HISTORY Father living and well, mother deceased - auto accident.
Brothers and sisters living and well.

HISTORY OF ILLNESS OR INJURY Appendectomy, 1924-normal result. Usual childhood diseases: low metabolism (-34) 1949 - thyroid medication administered; duodenal ulcer, 1947-healed; current pain left foot, region of metatarsal
HEAD AND FACE N bone.

EYES: PUPILS (size, shape, reaction to light and distance, etc.) N

DISTANT VISION RT. 20/20, corrected to 20/20

LT. 20/25, corrected to 20/20

COLOR PERCEPTION AOC 1940 Normal

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS No

EARS: HEARING RT. WHISPERED VOICE /15' CONVERSATIONAL SPEECH 15/15'
LT. WHISPERED VOICE /15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS No

NOSE N

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES N

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS N

TEETH AND GUMS (disease or anatomical defect):

MISSING TEETH 8

NONVITAL TEETH 1

PERIAPICAL DISEASE --

MARKED MALOCCLUSION --

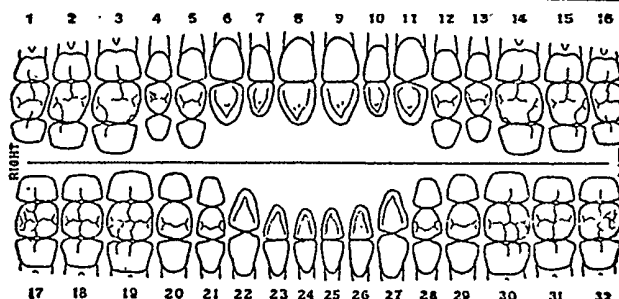
PYORRHEA ALVEOLARIS --

TEETH REPLACED BY BRIDGES --

--

DENTURES --

REMARKS --



s/s. [Signature] Cdr DC USN

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Med.

TEMPERATURE N CHEST AT EXPIRATION 38"

HEIGHT 69" CHEST AT INSPIRATION 41 1/2"

WEIGHT 174 lbs. CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 35"

RECENT GAIN OR LOSS, AMOUNT AND CAUSE No

SKIN, HAIR, AND GLANDS N

NECK (abnormalities, thyroid gland, trachea, larynx) N

SPINE AND EXTREMITIES (bones, joints, muscles, feet) Pes planus 3°

13 APR 1952

11 FEB 27 1952

THORAX (size, shape, movement, rib cage, mediastinum) N
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. X ray - neg.
N
CARDIO-VASCULAR SYSTEM ECG-Normal
HEART (note all signs of cardiac involvement) N
PULSE: BEFORE EXERCISE 76 BLOOD PRESSURE: SYSTOLIC 104
AFTER EXERCISE 98 DIASTOLIC 68
THREE MINUTES AFTER 76
CONDITION OF ARTERIES good CHARACTER OF PULSE Reg.
CONDITION OF VEINS good HEMORRHOIDS NO
U.S. DEPT. OF JUSTICE
ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) App. scar well healed
GENITO-URINARY SYSTEM N few
URINALYSIS: SP. GR. 1.023 ALB. neg. SUGAR neg. MICROSCOPICAL bac.
VENEREAL DISEASE No neg.
NERVOUS SYSTEM N
(organic or functional disorders)
ROMBERG N INCOORDINATION (gait, speech) N
REFLEXES, SUPERFICIAL N DEEP (knee, ankle, elbow) N TREMORS N
SEROLOGICAL TESTS Kahn - neg. BLOOD TYPE "A1" Rh /
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) No
SMALLPOX VACCINATION: DATE OF LAST VACCINATION _____
TYPHOID PROPHYLAXIS: NUMBER OF COURSES _____
DATE OF LAST COURSE _____
REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE _____
SUMMARY OF DEFECTS Pes planus 3°; corrected vision OS
CAPABLE OF PERFORMING DUTIES INVOLVING Strenuous PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS Yes (yes or no)
(when no is given state cause) _____
FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) _____
BMR - minus (-) 16%. See LMD regarding therapy.
DATE OF EXAMINATION 1/31/52 s/ [redacted] LTJG 2/14/52
EMPLOYEE'S INITIALS _____

EDWARDS, H. L. FBI Staff Clinic Rm. 11
Basal Metabolism 1/31/52
Room temperature 30
Barometric pressure 730
Period of rest (minutes) 30
O₂ consumption per minute 210
BASAL METABOLIC RATE -20%
Date of report - 2/5/52
Unsatisfactory tracing.
Repeat.

Room temperature 28
Barometric pressure 742
Period of rest (minutes) 30
-16%
Date of report - 2/11/52

February 21, 1952

PERSONAL AND CONFIDENTIAL

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on January 31, 1952.

This report reflects that you have defective vision of 20/25 in the left eye, corrected to 20/20.

It is noted further that you were afforded a basal metabolism test on February 5, and a repeat test on February 11, 1952, which revealed a minus twenty per cent and minus sixteen per cent respectively. The examining physician recommended that you consult your personal physician for further therapy, in which connection you were furnished with a copy of the physical examination report and specialized tests. You should advise the Bureau of the results of any subsequent tests.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

For your further information, the electrocardiogram afforded you was found to be normal.

Sincerely yours,

John Edgar Hoover
Director

cc-Mr. Glavin (P & C)

JVB:mfc

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : H. I. [redacted] [redacted]

SUBJECT: [redacted]
Storekeeper - General

DATE: March 12, 1952

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Nease _____
Gandy _____

b6
b7C

Pursuant to previous approval on my memoranda which I had submitted on the captioned employee concerning some income tax differences encountered by him as a result of confusion concerning the number of dependents claimed by him, I finally succeeded in ironing this matter out for [redacted] with Supervisor [redacted] Room 1013, Internal Revenue Building, on 3/11/52.

b6
b7C

You will recall [redacted] had been served with a warrant pointing out that he owed \$149.82 for the calendar year of 1950 because the Internal Revenue Bureau had disallowed two of his dependents. It appears that in April, 1951, [redacted] went to the Internal Revenue Bureau and signed a form agreeing to this disallowance. On further checking into the matter it appeared [redacted] had not realized what he was doing when he signed the form and according to affidavits which he subsequently submitted, he noted that he had a total of five dependents for the calendar year 1950 consisting of himself, his wife, his unmarried daughter, his son, and his grandson. When this information was presented to the Internal Revenue Bureau by me the Bureau allowed four of the dependents, but because of a technicality, they did not allow the son. The technicality is that according to [redacted] statement the son was solely supported by [redacted] during 360 days of 1950 but the son left home about Christmas-time in 1950 giving no notice that he was leaving and giving no word as to his whereabouts. [redacted] claims that his whereabouts are still not known. Therefore, the Internal Revenue Bureau stated that although the son fulfilled two of the requirements for a dependent, namely, being in the immediate family and living under the same roof and being solely supported by the wage-earner, yet he did not fulfill the other necessary requirement which is that proof must be given that he did not himself earn over \$500 during that calendar year. He stated that since his whereabouts are not known it could not be possible to furnish such proof.

Accordingly, [redacted] made an adjustment whereby instead of owing \$149.82 he would only owe approximately \$44.00.

b6
b7C

I also turned in [redacted] 1951 return and [redacted] will get a refund of \$178.12 on that, part of which will be claimed against the \$44.00 owed on the 1950 return, thus making his total refund \$134.12.

HIF: [redacted]

Memo to Mr. Glavin (continued)

Needless to say [redacted] was very grateful for the assistance the Bureau rendered him in this matter and it was clearly pointed out to Internal Revenue that the Bureau was not officially representing [redacted] but was merely making this inquiry on behalf of [redacted] as part of our personnel service. Consequently, no embarrassment can result to the Bureau. b6 b7C

[redacted] is, as you know, still on extended sick leave. His leave runs through May 1, 1952. It is very doubtful whether he will ever be able to return to his work because of the operation resulting in the [redacted] which has left him very weak, and our last check with the doctor indicated that it is not likely he will improve sufficiently to resume work.

✓
Well handled.

H

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

2-25-52

I certify that I have received the following Government property for official use:

~~xxxxxxxxxx~~

Keys for the closets in the following rooms

Bk. cases #1 &3 4 in 4525 2 in 2706
 1 in 4529 2 in 2712
 1 in 4507 3 in 2266
 1 in 4521
 1 in 5302
 1 in 5261
 2 in 2714

ALPHABETICAL

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking
care of it and returning it when its use has been
completed. DO NOT MARK OR WRITE ON IT OR MUTILATE
IT IN ANY WAY.

FILE

WRG

FILE

Very truly yours,

H. L. Edwards

F158
MAR 10 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *[Signature]*
 FROM : W. R. GLAVIN *[Signature]*
 SUBJECT: H. L. EDWARDS
 PERSONNEL OFFICER

DATE: March 19, 1952

Tolson ☒
 Ladd ☒
 Clegg ☒
 Glavin ☒
 Nichols ☒
 Rosen ☒
 Tracy ☒
 Harbo ☒
 Belmont ☒
 Mohr ☒
 Tele. Room ☒
 Nease ☒
 Gandy ☒

I have been advised by Mr. Edwards that he had been offered a position with the General Cable Corporation of New York City as a member of the Personnel Management Staff at a salary of \$11,000 a year.

Mr. Edwards advised me that the offer of employment came to him entirely unsolicited and was made during a luncheon engagement Mr. Edwards had with [redacted] of the General Cable Corporation. [redacted] had visited Washington at the suggestion of a former classmate of Mr. Edwards' who had recommended Mr. Edwards to [redacted] for consideration for the position in question. b6 b7C

Mr. Edwards advised me [redacted] mentioned to him that he, [redacted] had been designated by [redacted] of the Committee on Government Contract Compliance and that if Mr. Edwards was interested in going with the General Cable Corporation as a long-term proposition, [redacted] was going to propose his name to the Committee as Executive Secretary for its duration, which position has definitely been approved by the Budget Bureau in GS-15.

Mr. Edwards advised me that after considering [redacted] offer, he told him that he would consider himself as being disloyal to the Bureau if he left at this time. He knew the organization needed not only its present manpower but needed additional manpower, and that in the Bureau we placed special prominence on loyalty. Further, that as Personnel Officer, he just could not move out of such position where he felt his services were still needed. Mr. Edwards advised me that he wanted to assure the Director and me that he has not at any time solicited outside employment and is not at present looking for any such outside employment, but that he has had offers come to him. He said that so long as the Director feels that he can continue to be of service to the Bureau in his present assignment, he would appreciate the opportunity of remaining in such assignment.

Attachment
 WRG:cmw


67-171-156
 76
 [Signature]

26 APR

1952

Memo to Mr. Tolson (Continued)

Mr. Edwards has done an outstanding job since he assumed the position of Personnel Officer. He enjoys personnel work and has had an excellent background for it. I feel that he is doing an excellent job and the Bureau is benefiting by his continuing in his present position. I expressed my appreciation to Mr. Edwards personally and it is respectfully suggested that the attached communication go forward to Mr. Edwards in connection with this matter.



March 19, 1952

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

I have been advised of the offer recently made to you by [redacted] of the Board of the General Cable Corporation, to join their Personnel Management Staff at an increase over your present salary, and that you have advised [redacted] that you feel you should remain in your present position during this critical period.

b6
b7c

I do want you to know that I appreciate your advising me concerning this contact and I am happy to know that you have made the decision to remain as Personnel Officer in the Bureau.

Sincerely yours,

J. Edgar Hoover

157

WRG:cmw

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

RECEIVED
MAR 22 1952
FBI - WASH
17

92 APR 1 1952

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

4-16-52

I certify that I have received the following Government property for official use:
returned

Key to Room 4545

(Tel-Key Cabinet)

ALPHABETICAL

INDEXED

5 MAY 8 1952

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

52 MAY 10 1952

FILE

WRG

REC

mb

Very truly yours,

H. L. Edwards

H. Lynn Edwards, SA

Tel-Key

RECEIPT FOR GOVERNMENT PROPERTY

CC-5a

FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

4-16-58

I certify that I have received the following Government property for official use:

~~/returned/~~

pc

Key to Room 4725

ALPHABETICAL

NOT RECORDED

13 APR 23 1958

FILE

WRG

FEB mb

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

H. L. Edwards
H. L. Edwards, SA

APR 25 1958

7293

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation		2. Pay roll	3. Block No.	4. Slip No. 20770
5. Employee's name (and social security account number when appropriate) J. L. BENTLEY		6. Grade and Salary GS 14 650		

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
9. New normal										
9. Pay this period										

10. Remarks:	11. Appropriation(s)	12. Prepared by
		13. Audited by

☒ Periodic step-increase
 ☐ Pay adjustment
 ☐ Other step-increase

14. Effective date 4-13-52	15. Date last equivalent increase 10-15-50	16. Old salary rate \$500	17. New salary rate \$10,000	18. Performance rating is satisfactory or better. (Signature or other authentication)
-------------------------------	---	------------------------------	---------------------------------	--

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s): <input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP	(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.	Initials of Clerk <i>JW/ls</i>
---	--	-----------------------------------

STANDARD FORM NO. 1126—Revised
 Form prescribed by Comp. Gen., U. S.
 Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

27 APR 9 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 1-7-52

FROM : W. R. Glavin

SUBJECT:

Personnel Section - Division

I had opportunity of reviewing Inspector DeLoach's report on his examination of the functions of Mr. Nichols' Office and I would appreciate very much if he or another inspector of the Training and Inspection Division could make a survey of the Personnel Officer's office of this division. Such a survey would take from three to four days and due to many other important matters being handled in this division at this time I have not been able to take the time away from my desk to make the personal survey.

The office which I would like to have surveyed is that of Mr. E. Lynn Edwards, Personnel Officer. Mr. Edwards is doing an outstanding job and has given a great deal of his personal time to the functions of his office for many months past. He has, however, found it necessary to work long hours of overtime. It being noted that in October he averaged 3 hours and 47 minutes overtime a day. In November he averaged 3 hours and 44 minutes overtime a day and in December 3 hours and 37 minutes a day. It has been necessary for him to perform this overtime service in order to keep the many things being referred to his office moving. The Director has approved an additional supervisor for the Personnel Section of this division and this should give some relief to Mr. Edwards. I have designated one of the outstanding supervisors in the Personnel Section to give assistance to Mr. Edwards in the work coming in to his office. I do feel, however, that if some one outside of the division had the opportunity of spending several days with Mr. Edwards additional recommendations could be made which would relieve Mr. Edwards of certain material being referred to his office at this time with the result that more time during the working day could be devoted by Mr. Edwards to a large number of special projects which necessarily must be handled by him continuously.

WRG:EP

9 agree

1-7

1/7/52

OK H. Borden

2-amp

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN *grw*

DATE: March 24, 1952

FROM : H. L. EDWARDS *grw*

SUBJECT:

☒ Tolson
☐ Ladd
☐ Clegg
☐ Glavin
☐ Nichols
☐ Rosen
☐ Tracy
☐ Harbo
☐ Belmont
☐ Mohr
☐ Tele. Room
☐ Nease
☐ Gandy

*For J. Edgar
 me g. m. j.*

With reference to the letter advising me of the results of my recent Navy physical examination, I wish to advise that I have consulted my personal physician, pursuant to the suggestion contained therein, and he has prescribed thyroid medication for the low basal metabolism. This condition is not serious, and this information is merely submitted as a matter of record in my file for completion of my physical examination.

HLE:pam

RECORDED - 57

19704-758
 91

March 26 1952

grw

44

26 APR 8 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *[Signature]*

FROM : Mr. Glavin *[Signature]*

SUBJECT: H. LYNN EDWARDS
Personnel Officer
Administrative Division
On Probation

DATE: March 31, 1952

Tolson _____
Ladd _____
Clegg _____
Glavin ☒ _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

You will recall that Mr. Edwards, who has been serving as Personnel Officer in the Administrative Division since April 30, 1947, was censured and placed on probation on February 11, 1952, as a result of the unwarranted delay which had occurred in connection with a classification matter involving the position of Supervisor of the Mail Room.

More than a month and a half has now elapsed since this action was taken and during that time Mr. Edwards has carried out his very heavy responsibilities with efficiency and thoroughness, took the administrative action against him in the proper spirit and has continued to devote long hours of voluntary overtime to his work. Following the action against him, he took immediate and decisive measures for the purpose of correcting the undesirable situation which had existed in the handling of classification matters and at the present time all of the very delinquent matters in this category have been handled and the situation with regard to the Classification Unit is looking much better.

You will also recall that Mr. Edwards recently declined a position which had been offered him by a representative of the General Cable Corporation of New York City, which position carried with it a salary in excess of his present Bureau salary. At the time, Mr. Edwards assured me that he was not looking for any outside employment, intended to continue with the Bureau, but was merely reporting a contact which had been made with him. A letter of appreciation was directed to Mr. Edwards in this matter on March 19, 1952.

RECOMMENDATION

RECORDED-75
Mr. Edwards has been carrying out his responsibilities as Personnel Officer during his probationary period loyally

[Signature]
UIC:ps
Attachment

[Signature]
92 APR 14 1952

and efficiently and it is my recommendation that he be removed
from probation at this time.

A PERMANENT BRIEF OF MR. EDWARDS' PERSONNEL FILE IS ATTACHED.

Agree

Agree
Jom
4/1

Agree
T.H.
4/1

I concur.
H.

Let removing from
probation
4-3-52
Jic-pr

April 3, 1952

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

The Bureau is pleased to advise you that you are
being removed from a probationary status.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

CC: Mr. Glavin (~~Confidential~~)
Movement
Leave
Wackerman
Usilton (sent direct)

PC
JIC:ps

APR 3 2 50 PM '52
RECEIVED READING ROOM
F B I
U. S. DEPT. OF JUSTICE

APR 3 3 46 PM '52
RECEIVED DIRECTOR
F B I
171084-160
3

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____
Tele. Rm. _____
Nease _____
Gandy _____

COMM - FBI
APR - 3 1952
MAILED 20

92 APR 9 1952



United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.



Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

7-1-52
Phyl Check to see when done

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name MRS. CONSTANCE M. EDWARDS Relationship WIFE Date 4-14-52
Address 515 4 South Stafford St., Arlington, Virginia
Secondary Beneficiary, Daughter

b6
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Same is above Relationship _____ Date _____
Address _____

Very truly yours,

ack
APR 19 1952
Phyllis Edwards
Special Agent

66 APR 21 1952

3/4 ea

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

W. J. [Signature]
W. J. [Signature]

0

Name of Employee: H. LYNN EDWARDS

Where Assigned: Administrative Division Personnel Section
(Division) (Section, Unit)

Payroll Title: Personnel Officer

Rating Period: from 4/1/51 to 3/31/52

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

HE

Rated by:

[Signature]
Signature

Asst. Director
Title

Apr 14 - 1951
Date

Reviewed by:

[Signature]
Signature

Assistant Director
Title

Date

Rating approved by:

[Signature]
Signature

ASSISTANT DIRECTOR

Title

APR 17 1952

Date

TYPE OF REPORT

(X) Official
(X) Annual

() Administrative
() 60-day
() Transfer
() Separation from service
() Special

67-171084-161
12 APR 1952
[Signature]

66 Apr 24 1952

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee H. LYNN EDWARDS Title Personnel Officer
Rating Period: from 4/1/51 to 3/31/52

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- | | |
|---|--|
| <p><u>+</u> (1) Personal appearance.
<u>+</u> (2) Personality and effectiveness of his personal contacts.
<u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
<u>✓</u> (4) Physical fitness (including health, energy, stamina).
<u>+</u> (5) Resourcefulness and ingenuity.
<u>+</u> (6) Forcefulness and aggressiveness as required.
<u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
<u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.
<u>+</u> (9) Planning ability and its application to the work.
<u>+</u> (10) Accuracy and attention to pertinent detail.
<u>+</u> (11) Industry, including energetic consistent application to duties.
<u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
<u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.
<u>○</u> (14) Technical or mechanical skills.
<u>○</u> (15) Investigative ability and results:
 <u> </u> (a) Internal security cases
 <u> </u> (b) Criminal or general investigative cases
 <u> </u> (c) Fugitive cases
 <u> </u> (d) Applicant cases
 <u> </u> (e) Accounting cases
<u>○</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.
<u>○</u> (18) Development of informants and sources of information.
<u>○</u> (19) Reporting ability:
 <u> </u> (a) Investigative reports
 <u> </u> (b) Summary reports
 <u> </u> (c) Memos, letters, wires
 (Consider: <u> </u> conciseness; <u> </u> clarity; <u> </u> organization;
 <u> </u> thoroughness; <u> </u> accuracy; <u> </u> adequacy and pertinency of leads; <u> </u> administrative detail.)
<u>○</u> (20) Performance as a witness.
<u>+</u> (21) Executive ability:
 <u>+</u> (a) Leadership
 <u>+</u> (b) Ability to handle personnel
 <u>+</u> (c) Planning
 <u>+</u> (d) Making decisions
 <u>+</u> (e) Assignment of work
 <u>+</u> (f) Training subordinates
 <u>+</u> (g) Devising procedures
 <u>+</u> (h) Emotional stability
 <u>+</u> (i) Promoting high morale
 <u>+</u> (j) Getting results
<u>○</u> (22) Ability on raids and dangerous assignments:
 <u> </u> (a) As leader
 <u> </u> (b) As participant
<u>+</u> (23) Organizational interest, such as making of suggestions for improvement.
<u>+</u> (24) Ability to work under pressure.
<u>+</u> (25) Miscellaneous. Specify and rate:
 <u> </u>
 <u> </u>
 <u> </u></p> |
|---|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Executive - Personnel work

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Personnel-Executive work

C. (1) Is employee available for general assignment wherever needs of service require? Yes If answer is not 'yes', explain in narrative comments.
(2) Is employee available for special assignment wherever needs of service require? Yes If answer is not 'yes', explain in narrative comments.

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING : SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

H. LYNN EDWARDS
Personnel Officer
Administrative Division
ANNUAL PERFORMANCE RATING

Mr. Edwards has been Personnel Officer of the Bureau since approximately May of 1947, having been assigned to the Administrative Division since June, 1943. As Personnel Officer he has been outstanding. I personally feel he is one of the best qualified Personnel Officers in the Government service. During the rating period, as in past rating periods, Mr. Edwards has been alert to every change in Government personnel procedures and has kept abreast of the many involved personnel practices brought about by the passage of certain laws by Congress and rules and regulations by the Civil Service Commission. He is outstanding as a classification expert and has been exceptionally successful in handling classification matters with the Civil Service Commission.

He has been outstanding in his contacts with medical officials at the Naval Medical Center at Bethesda and Army Medical Center at Walter Reed Hospital, Washington, D. C. Bureau personnel have been the recipients of attention afforded at these medical centers primarily through Mr. Edwards' continued close liaison with the personnel of those centers.

Mr. Edwards' loyalty to the Director and the Bureau is unquestioned. Ever since he has been assigned to the Administrative Division he has subordinated his own desires to the needs of the Bureau. He averages two or three hours' overtime daily and he can be found at the office practically seven days a week every week in the year. He has but recently refused an offer from industry which would have paid him half as much again as his present salary.

I feel that Mr. Edwards is ideally placed in his present position although I do wish to state that as an Inspector or SAC he would be outstanding in either position. I feel that it is to the Bureau's advantage to maintain him in his present assignment.

HLE

Initials

mlm
July 9

July 9, 1952

Mr. E. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

I am indeed pleased to advise you that you are being promoted from the position of Special Agent, \$10,000 per annum in Grade GS 14, to the position of Special Agent, \$10,800 per annum in Grade GS 15, effective July 20, 1952.

For your information, this promotion is temporary in accordance with Public Law #843, approved September 27, 1950.

Sincerely yours,

(s) J. Edgar Hoover
Mailed by the Director

CC: Mr. Cavanaugh
CC: Movement

JW:mlm

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Special Agent - *Reassigned* Officer -
Assigned Administrative Division.

64

RECEIVED DIRECTOR

RECEIVED READING ROOM
FBI
JUL 10 7 07 AM '52

171084-162
62

[Signature]

11 JUL 14 1952

U. S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION
WASHINGTON 25, D. C.FORM APPROVED
BUDGET BUREAU NO. 50-R064STANDARD FORM 50
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. - MISS - MRS. - FIRST - MIDDLE INITIAL - LAST) MR. H. LYNN EDWARDS MR. H. LYNN EDWARDS		2. DATE OF BIRTH 5-14-15	3. JOURNAL OR ACTION NO. F. B. I. 944 944	4. DATE 7-14-52
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 7-20-52	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A Part 6.103 (1)	
FROM		TO		
Special Agent GS 14 \$17,000 per annum		same GS 15 \$17,000 per annum		
8. POSITION TITLE		9. SERVICE, GRADE, SALARY		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
12. FIELD OR DEPT'L		12. FIELD OR DEPT'L		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE <input checked="" type="checkbox"/> 5 PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> WWII <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> DISAB. <input type="checkbox"/> WIFE <input type="checkbox"/> WIDOW <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input checked="" type="checkbox"/> REAL. <input checked="" type="checkbox"/>		
15. SEX <input checked="" type="checkbox"/>	16. RACE <input type="checkbox"/>	17. APPROPRIATION S. & E., FBI FROM: TO:		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) yes
		19. DATE OF OATH (ACCESSIONS ONLY)		20. LEGAL RESIDENCE
REMARKS				
<p>The provisions of the Universal Military Training and Service Act of 1941 have been complied with.</p> <p>This promotion is temporary in accordance with Public Law 543, approved 5-27-52. The classification grade of this position is subject to post-audit and correction pursuant to Section 1310 of the Supplemental Appropriation Act, 1952 - Public Law 253, enacted 11-1-51.</p> <p>From changed to prom. action act. 51804-51 701</p> <p>16 JUL 17 1952</p>				
SIGNATURE OR OTHER AUTHENTICATION				

8. FILE

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

4-16-52

I certify that I have received the following Government property for official use:

~~RETURNED~~
✓ INSPECTOR'S MANUAL # 101
(Issued April 7, 1952)

RETURNED

✓ INSPECTOR'S MANUAL # 188
(Issued May 21, 1945)

CHECK ONE: ☒ Destroyed in Field Office
☒ Returned to Bureau

ALPHABETICAL

FILE

R E A D

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking
care of it and returning it when its use has been
completed. DO NOT MARK OR WRITE ON IT OR MUTILATE
IT IN ANY WAY.

WPG
PER REL

Very truly yours,

H. Lynn Edwards, SA

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin *RG*

DATE: July 25, 1952

FROM : H. L. Edwards *HLE*

SUBJECT:

Tolson _____
 Ladd _____
 Nichols _____
 Belmont _____
 Clegg _____
 Glavin _____
 Harbo _____
 Rosen _____
 Tracy _____
 Mohr _____
 Tele. Rm. _____
 Nease _____
 Gandy _____

*File
HLE*

For record purposes and in response to a request from the Physical Examination Unit concerning the status of my physical condition with respect to a recommendation made by the medical examiner when I was last examined that I consult a local physician concerning my low basal metabolism, the following is submitted.

As I previously advised by memorandum, I have consulted a doctor and he has prescribed one grain of thyroid per day which I am still taking. I have had no symptoms and I feel fine. I will continue on the thyroid and will have my condition rechecked when I have my next physical examination.

No further action is believed necessary at this time.

HLE:etw

RECORDED - 45

67-17074-163

Searched _____
 Numbered _____
 Indexed _____
 8 AUG 11 1952
 FEDERAL BUREAU OF INVESTIGATION
 JUL 26 1952

*4/20/52**File
HLE*

138 20 AUG 1 - 1952

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: July 30, 1952

FROM : H. L. EdwardsSUBJECT: [REDACTED]
Identification Division
Non-Veteranb6
b7C

Referring to your memorandum of 7/23/52 to Mr. Tolson concerning the handling of the recent matter involving Identification Division employee [REDACTED] who was guilty of excessively requesting emergency annual leave, you will recall that you were unable to supply complete details because SA Supervisor [REDACTED] of the Administrative Action Unit, who had participated in one phase of the handling of this matter, was on annual leave. We stated that [REDACTED] would be interviewed immediately upon his return from annual leave, and the Director indicated that this should be done. The Director inquired concerning the following points: (1) the handling of this matter by SA Supervisor [REDACTED] (2) The reason for the delay from July 7 to July 9 in the handling of this matter; and (3) Mr. Tracy's handling of this matter.

INTERVIEW WITH [REDACTED]

[REDACTED] was given the assignment of securing supplemental information from the Identification Division in order to clear up a number of unexplained angles in this particular case in order that it could be intelligently analyzed for disciplinary action purposes. These instructions were in form of notes from me based upon my review of the initial memorandum of 6/25/52. These notes were unfortunately destroyed after the final memorandum was prepared in this case, and consequently we have only our recollection to go by at this date. However, [REDACTED] recalls clearly that he did not receive this assignment from his Unit Chief, Mr. Cavanaugh, until the morning of June 30, which was a Monday. On the same date, [REDACTED] called the Identification Division, and this is verified by the memorandum submitted by the Identification Division. Consequently, there appears to have been no delay whatsoever on the part of Agent Supervisor [REDACTED]. It is impossible for me to determine when I reviewed the 6/25/52 memorandum and returned it for the additional action, but I am reasonably certain that such review was no later than Thursday, June 26, and on the basis of [REDACTED] statement that he was personally given this assignment on Monday morning, June 30 by Mr. Cavanaugh, it

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b7C

45-1732-27

100

66 AUG 12 1952

appears that the memorandum was not received in Mr. Cavanaugh's office until Friday, June 27. Mr. Cavanaugh was on the last week of his vacation, but [redacted] who was on his desk, does not recall anything concerning this matter and the chances are that the memorandum was in the incoming mail which Mr. Cavanaugh reviewed the first thing Monday morning.

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I realize that this explanation is not at all adequate, I think it is unfortunate that the previous ticklers and notes have been destroyed, because they would readily enable us to completely explain the handling of this matter and to fix the responsibility. In the absence of such notes, I do not think there is any alternative except for me to assume complete responsibility for the handling of this matter between June 25 and June 30. In order to avert any future slipup in a case of this kind, I have issued instructions to the Agent Supervisors that any notes and ticklers of such matters are to be retained for a sufficiently reasonable period of time after the final action is taken in these cases so that we will have readily available the information necessary to answer any inquiries concerning delay.

DELAY FROM JULY 7 TO JULY 9

Agent Supervisor [redacted] vacation began July 7, and this case was referred to Agent Supervisor T. F. Ring on the morning of July 9 as soon as the Identification Division's supplemental memorandum had been received, and the case was reviewed by Mr. Cavanaugh in order that he might determine who should handle it. The Identification Division's memorandum was delayed in getting into the Administrative Action Unit because it bore the caption "Personnel Matter - Leave Record," and was first sent to the Leave Unit where they noted the instances of sick leave and emergency annual leave on [redacted] leave card. Mr. Ring dictated on this entire case the very same day that it was reassigned to him, and his memorandum was transcribed and submitted under date of July 10, 1952. Consequently, it does not appear that there was any delay on the part of Agent Supervisor Ring.

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INFORMATION FURNISHED BY MR. TRACY

Mr. Tracy's memorandum to Mr. Tolson dated 7/24/52 reflects that he was contacted with reference to this matter on Friday afternoon, July 18 by Agent Supervisor Ring. Mr. Tracy advised that it was his responsibility to see that there were no abuses of leave privileges, and in answer to Mr. Ring's inquiry concerning certain details, stated that he had been out of the city the last of June and suggested that Ring talk directly with the Technical Section. Mr. Ring talked with [redacted] late Friday

afternoon and requested certain information and that a memorandum be prepared. [redacted] advised that he would have to check the records to prepare the memorandum. Mr. Tracy noted [redacted] had been on an inspection in the Security Division the last of June and the first of July and it was necessary that [redacted] make a check for details. [redacted] made this check and also discussed the matter with Tracy late Friday and dictated a memorandum early Monday morning which was delivered to the Administrative Division by 10:30 a.m. Monday morning, July 21, 1952.

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The foregoing is submitted in response to the Director's inquiries and you may be assured that every effort will be made to have the pertinent facts readily available in the future to explain any similar inquiries which might arise on the handling of such important matters.

ADDENDUM: (7-31-52 WRG:mab) In reviewing the above explanations I am of the definite opinion that much too much so called "protocol" was followed. I have issued instructions that in such matters in the future to avoid delays which are experienced in routing such such memoranda around for attention that they be handled telephonically.

It is recommended that a letter of censure be directed to Mr. H. L. Edwards in this matter pointing out very specifically that such delays cannot and will not be tolerated in the future.

It is also recommended that a letter of censure be addressed to me because of the manner in which this particular matter was handled.

W. R. Glavin

DIRECTORS NOTATION" OK H".

I recommended that Section Heads at the Seat of Government be reallocated to Grade GS 15 and Unit Heads to Grade GS 14.

Mr. H. L. Edwards, is designated Personnel Officer in Charge of the Personnel Section and is now in GS 14. I think this position should properly be allocated to GS 15.

Director notation "O.K."

(Excerpt from 67-02-3138)

30 AUG 21 1952 70

67 - NOT RECORDED

4519
CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

8/18/52

I certify that I have received the following Government property for official use:
~~returned~~

Manual of Leave Regulations # 189

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

198
30 AUG 21 1952

FILE
WPG

PER

Very truly yours,
H. L. Edwards
H. L. Edwards, SA

COPY 45

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO: MR. GLAVIN

DATE: September 15, 1952

FROM: H. L. EDWARDS

SUBJECT: [REDACTED]
Attorney at Law
Tampa, Florida
Former Assistant U. S. Attorney
Tampa, Florida

On my recent return from leave, I found the attached letter addressed to me by Attorney [REDACTED] of Tampa, Florida, under date of 8-26-52 in which [REDACTED] advises me that he has submitted my name as one of six references in connection with an application which he has filed for admission to practice for the Treasury Department. I had an official acquaintance with [REDACTED] during my assignment to Tampa, Florida, as Resident Agent in 1941 and 1942, at which time [REDACTED] was Assistant United States Attorney in the office of United States Attorney Herbert S. Phillips, Southern District of Florida.

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b7C

Unless advised to the contrary, I will personally acknowledge receipt of this letter and inform [REDACTED] that in the event I receive any inquiry in connection with his application for enrollment, I will acknowledge the same but will, of course, have to confine my remarks to information based on my personal knowledge.

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The Bureau's Departmental Applicant file on [REDACTED] (Bureau File 77-7332) indicates that in the latter part of 1942 the Miami Division conducted a discreet inquiry concerning [REDACTED] apparent mental condition, such inquiry having been requested by the Department as a result of information reported to the Bureau by the Miami Office indicating [REDACTED] appeared to be somewhat mentally unsound probably because [REDACTED]

[REDACTED] made him extremely moody, very temperamental and at times entirely irrational. The Miami investigation generally substantiated the basic complaint and a copy of the report was transmitted to the Department. [REDACTED] apparently resigned from the U. S. Attorney's Office in 1944.

You will observe that the attached letter from [REDACTED] consists of six typewritten pages and in it he rehashes his strong personal feelings against U. S. Attorney Herbert S. Phillips who is still holding that position in Tampa. [REDACTED] indicates that he cannot understand how Phillips continues to hold his job. He refers to an investigation which the Bureau conducted of Phillips and he speculates that because of that investigation, former Attorney General Francis Biddle would never approve of the President's reappointing Phillips. He states that the

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Attachment - Retained

HLE:etw

OCT 6 1952

next Attorney General, Tom Clark, did reappoint Phillips because of the desires of the then two Florida senators. He indicates that apparently Phillips's term has again run out and Phillips appears to be continued in office merely because the President refrains from appointing a successor. [] clearly indicates in this letter that he would like to have the job of United States Attorney but feels that he is not sufficiently entrenched with the political powers to get it. He refers to Senator George Smathers and mentions that former SAC R. G. Danner "is perhaps Smathers' primary and closest personal and political friend in Florida." He states that undoubtedly Smathers had been informed by Danner as to what sort of a man Phillips is but Smathers does not want to take the initiative to "force this old man out of office."

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[] clearly states in his letter that he does not expect me to write any responsive letter on the subject of Mr. Phillips and certainly I would never do so and I have never discussed Phillips with him previously. He also states that he is depending on me not to involve or quote him in any way in connection with his statements regarding Phillips, but I feel that the matters he mentions, although not substantial or requiring any action, should nevertheless be made a matter of record in the Bureau's files.

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b7C

[] mentions a couple of cases which he states almost resulted in returning a criminal indictment against United States Attorney Phillips but he states that someone in the Department in Washington asked [] opinion and he took Phillips's side because he was then his assistant and felt that the case in question involving a brewing company in Tampa should not be used simply as a means of getting rid of a United States Attorney and if the facts and evidence available were not enough to get a conviction upon, they should not try to get an indictment. He claims that the Attorney General's Office evidently concurred with his ideas and the indictment which was returned against the brewing company and two other individuals was eventually nolle prossed under the direction of the Attorney General's Office. He feels he made a mistake in being so high-principled.

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The Bureau's file on United States Attorney Phillips indicates that according to the Miami Office, he appears to be a capable United States Attorney although he is past 70 years of age. The Bureau did conduct an investigation on Phillips in 1942 at the request of the Department concerning his activities in connection with the cases of United States versus Tampa Florida, Brewery, et al; United States versus [] et al; and Tax Assessments against [] and other things. Reports were transmitted to the Department and the Bureau advised the Department that no further investigation was contemplated in the absence of an additional request from the Department.

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Information from Miami indicates that despite the knowledge that this investigation was conducted on him, he still seems to hold the Bureau in a position of respect.

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The foregoing and the attached are submitted for the Bureau's information. It does not appear that any further action is warranted. My knowledge [redacted] is no different from that of any other agent who was assigned to Tampa and had dealings with him. He obviously appeared to border on the irrational at times and undoubtedly this was because of a combination of stress and strain due to his domestic situation, a feeling of bitterness against United States Attorney Phillips, mingled with some tendency toward a persecution complex and finally the fact that his mind was one which had difficulty thinking clearly and concisely and his letters bear this out on mere reading.

THE DIRECTOR

November 21, 1952

MR. GLAVIN

UNKNOWN EMPLOYEE:

FIRST NAME - [REDACTED]

ALLEGED MISCONDUCT

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b7C

H. L. Edwards

SYNOPSIS

Memorandum submitted to inform Director as to chronology in handling the above-mentioned case in Administrative Division and failure of Agents in Administrative Division to bring incoming letter from Baltimore concerning subject matter to attention of Mr. Mohr, even though incoming letter had been checked by Director for Mr. Mohr's attention. Letter handled by Glavin, H. L. Edwards, Cavanaugh, and Walkart in Administrative Division. Walkart, who actually handled the investigation of this matter, was under mistaken impression that since previous correspondence concerning it had cleared through the office of Mr. Tolson, that Mr. Mohr was cognizant thereof. Others involved erred in not having Baltimore letter referred to Mr. Mohr before action taken in Administrative Division. Recommendation made that letters of censure be addressed to Glavin, H. L. Edwards, Cavanaugh, and Walkart in this matter.

DETAILS

In response to the Director's instructions, the following memorandum is submitted concerning the chronology of handling of this matter by the Administrative Division and failure of the Administrative Division to advise Mr. Mohr concerning the matter.

The first information concerning this matter is contained in a memorandum dated November 3, 1952, submitted by SA H. L. Edwards advising of the receipt of a report alleging an FBI employee with the first name of [REDACTED] otherwise unidentifiable, may have been infected venerably by a sailor from a contact in October, 1952. The facts were made known to the SAC at Baltimore requesting that the sailor, who is stationed at Patuxent Naval Base, Patuxent River, Maryland, be immediately contacted in connection with this matter. A memorandum and letter to the SAC at Baltimore both were approved by SA M. P. Callahan for me in the Administrative Division and approved by Mr. Tolson for transmittal on.

A letter dated November 13 from Baltimore was received in the Bureau November 14 and checked by the Director to Messrs. Tolson, Glavin, and Mohr. It was received in Mr. Tolson's Office at 6:25 P.M. and on November 15, 1952, initialed by Mr. Tolson, forwarded to my office and received in my office November 17 at 9:55 A.M. I immediately forwarded the communication to SA H. L. Edwards of the Personnel Section with

WRG:pnc

cc - Personnel File of J. L. Cavanaugh

Memo to the Director (Continued)

Instructions that we immediately make a check to see who of our employees named [redacted] had been attending stone school in an effort to identify the Bureau employee in question.

SA Edwards immediately sent this matter to SA J. I. Cavanaugh, in charge of the section handling such matters, for handling. b6 b7C

SA Cavanaugh immediately referred the matter to SA F. E. Warkart for handling.

I had issued instructions that this matter be handled immediately and without any delay, and Mr. Warkart advises me that he immediately got to work on the matter in order to resolve it at the earliest possible moment. Many files had to be checked, schedule of stenographic and typing classes, etc., had to be checked, and in his desire to resolve the matter promptly he advises that he was under the assumption that this memorandum had been seen by Mr. Mohr since all of the memoranda had been in Mr. Tolson's Office.

Insofar as my handling of this matter is concerned, it was referred to major handling from Mr. Tolson's Office. In error I did not advise Mr. Mohr but in an effort to handle it to completion with a minimum of delay, I forwarded it to H. L. Edwards for handling. The same is true with regard to the handling of this matter by SAs Edwards and Cavanaugh. We were all aware of the fact that the letter was checked to Mr. Mohr and he should have been made cognizant of it. The Director may rest assured that every effort humanly possible will be made in the future to see that such errors in failing to refer matters to the interested officials to whom mail is checked, do not occur.

RECOMMENDATION

It is recommended that letters of censure be addressed to Messrs. H. L. Edwards, J. I. Cavanaugh, F. E. Warkart, and myself in connection with this matter.

PERMANENT COPIES OF THE FILES OF MESSRS. H. L. EDWARDS, J. I. CAVANAUGH, AND F. E. WARKART ARE ATTACHED HERETO.

Attachments

Addendum: A summary of the investigation of this matter to date is attached hereto also.

FEDERAL BUREAU OF INVESTIGATION
SERIAL CHARGE-OUT

* This form is consel-dated with the old FD-654, based on a Sentinel-review.

Date 8/9/11

Document Classification: ☐ Unclass ☒ Confidential ☐ Secret ☐ Top Secret

Document Type: ☒ Letter ☐ Airtel ☐ LHM ☐ Memo ☐ Report
☐ Facsimile ☐ Teletype ☐ Misc ☐ EC ☐ Email
Enclosure _____ Attachment _____

SCI TYPE: *requires special handling

☐ SI* ☐ TK* ☐ GAMMA* ☐ COSMIC(NATO)
☐ HCS* ☐ SSRP* ☐ BYE* ☐ Other _____ (specify)

FD-501 Number _____

Date of Mail 11/17/52

Originating Office or agency FBI

This serial has been removed and placed in:

☐ Special File Room, FBIHQ ☐ FBIHQ, Room _____

☒ ALL
Field Office-Room # Container # or Other Location Where Material Is Stored

File 67 171084 NR
Class. Office of Origin Case No. Last Serial

☐ Pending ☒ Closed

Serial No.

Description of Serial

Date Charged

<u>NR</u>	<u>Clerical employee</u>	<u>8/9/11</u>

Employee _____

RECHARGE

Date _____

To _____ From _____

Initials of
Clerk

SERIAL CHARGE-OUT

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. GLAVIN

FROM : H. L. EDWARDS

SUBJECT : SUPPLUS CLERICAL PERSONNEL
LOS ANGELES DIVISION

DATE: October 29, 1952

PURPOSE:

To answer Mr. Tolson's query regarding the delay between September 27, and October 17, 1952, in handling the recommendation that the clerical staff in Los Angeles be reduced, which he raised on my memorandum of October 27, 1952, summarizing the Los Angeles situation.

DETAILS:

On September 27, 1952, Mr. Clegg recommended a reduction of the clerical staff in Los Angeles by 54 employees. Letters pertinent to the proposed reduction dated October 4, 6, and 9, 1952, were received and required considerable analysis in view of various ramifications involving transfers, proposed transfers, resignations, contemplated resignations, and recommended adjusted net surplus prior to dispatching the Bureau's letter to Los Angeles dated October 17, 1952. The original information obtained from Los Angeles was not sufficiently adequate to definitely identify all employees who were to be dropped from our rolls. It was necessary for the Bureau to consult the Reduction in Force Section of the Civil Service Commission to make certain we were proceeding along approved lines in reducing surplus personnel unavailable for transfer. This policy was approved on my memorandum dated October 15, 1952, regarding the surplus personnel in the Pittsburgh Division. Immediately thereafter, our letter of October 17, 1952 was dispatched.

I am sorry there was a delay in handling this matter and you may rest assured that any delay was occasioned only by the desire to make certain that the entire matter was properly and completely handled and the procedure to be taken by the Bureau in effecting a reduction of clerical personnel was an approved one.

RECOMMENDATION:

This is submitted for your information.

CRD:rmn

17 NOV 15 1952

November 25, 1952

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

It has been noted that you were recently at fault in not promptly transmitting correspondence concerning a personnel matter to an interested Bureau official. Although this correspondence, which pertained to alleged immoral conduct on the part of a Bureau employee named [REDACTED] was designated for the attention of a Bureau official, you failed to insure that it was brought to his attention and you, instead, routed it to another employee for action.

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Your failure in this instance is not in keeping with the performance expected of one in your position. You should be constantly aware of the necessity for the proper routing of correspondence concerning personnel matters to Bureau officials in order that they may be promptly advised of important developments. You will be expected to exercise greater care in handling such matters in the future in order that such an error will not recur.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

cc Mr. Glavin (~~Confidential~~)

EJI:jn

RECEIVED
NOV 25 5 14 PM '52
166

December 5, 1952

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

I have been informed of the very excellent liaison relationship between the Bureau and the United States Naval Medical Center, Bethesda, Maryland, and I understand that your personal contacts with the various officials and the examining physicians at the Medical Center are primarily responsible for this excellent relationship.

I am not unmindful of the many friends you have at the Medical Center and I fully realize that you have undoubtedly spent considerable time, exercised good initiative and forethought in developing and maintaining our friendship with the personnel of the Medical Center.

I want you to know that I am personally appreciative of the manner in which you have continuously followed through with this liaison arrangement and the success you have attained through your industriousness. I am sure that you will continue to afford this matter your personal attention and that we will enjoy good relations with the Medical Center in the future as we have in the past.

Sincerely yours,

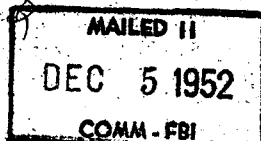
J. Edgar Hoover

cc: Mr. Glavin (P&C)

ERC:jmr

Tolson _____
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Clegg _____
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Harbo _____
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Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
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Gandy _____

DEC 9 1952



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FEDERAL BUREAU OF INVESTIGATION
U.S. DEPT. OF JUSTICE
171084-167
Numbered 61

ERC



3-122

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Mrs. Constance M. Edwards Relationship Wife Date 12-14-52
Secondary benef. [redacted] interest - Dalton
Address Same as mine

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME same as above Relationship [redacted] Date [redacted]
Address [redacted]

Very truly yours,
J. H. LYNCH
J. H. LYNCH
FEB 9 1953
FEB 11 1953
EDWARDS

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

MA Thorman - 524
December 18, 1952

I certify that I have received the following Government property for official use:
~~returned~~

Handbook for Personnel Assistants and Counselors # 9

READ

27
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY. 1951

FILE
me

Very truly yours,

H. Lynn Edwards
H. LYNN EDWARDS, SA

TO MR. GLAVIN
FROM H. L. EDWARDS
SUBJECT ORGANIZATIONAL SETUP
PERSONNEL SECTION

DECEMBER 12, 1952

As a result of the recent change in the personnel Counseling setup, it will be necessary for me to spend considerable time in the other division, at least for the next few weeks. This as you know is for the purpose of discussing with the Assistant Directors the Personnel Counseling setup and also for the purpose of spending sufficient time with the Personnel Assistants and Counselors in order to go over their counsel operations with them. Because of this necessary absence from the desk, I would like to recommend that Special Agent Supervisor [redacted] be authorized to handle the Personnel Counseling work on my desk during this period of time. [redacted] as you know has worked very closely with the Personnel Counseling activities and is thoroughly familiar with them.

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In the event the use of [redacted] is approved for this period of time, it is further recommended that Special Agent Supervisor William S. Hyde be authorized to act on [redacted] desk as Unit Chief of the Personnel Services Unit during [redacted] absences. This will insure uninterrupted flow of that work.

Special Agent Supervisor John E. Edwards will, of course, continue to act full-time as No. 1 Man for the entire Personnel Section and the above setup will assist him materially by permitting him to continue to handle all of the administrative operations of the Personnel Section in my absence.

In addition to the foregoing, consideration is being given at this time to a possible division of the work in the Personnel Section so as to more equitably divide the section to insure the maximum efficiency and attention to the Personnel Counseling phases as well as the administrative action work. Specific recommendations will be submitted in this regard.

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b7C

RECOMMENDATION

That the above suggestion use of Agents [redacted] and Hyde be approved.

HLE:rdf

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have ~~received~~ the following Government property for official use:
returned

Keys to Room # 2706-C 436 ✓
2706-C

2712-1 334 ✓
2712-2

2714-1 539 ✓
2714-2

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it (and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

FILE
WRG

Very truly yours,
H. Lynn Edwards
H. Lynn Edwards

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

December 9, 1952

I certify that I have ~~received~~ the following Government property for official use:
returned

KEYS: 2268-1³⁶
2268-2⁷
2268-3¹

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

FILE
WRG

NOT RECORDED

Very truly yours,

H. Lynn Edwards
H. Lynn Edwards

MR. CLEGG

12/2/52

E. D. MASON

PHYSICAL EXAMINATIONS
NAVAL MEDICAL CENTER

Today I had an annual physical examination at the Naval Medical Center, Bethesda, Md., and I was again impressed most favorably with the splendid contacts in existence there. It is my understanding that these contacts were, for the most part, developed personally by Personnel Officer H. L. Edwards and these contacts have been polished and utilized daily by Messrs. [redacted] of the Administrative Division, who are clerks handling liaison work at the Naval Medical Center.

I think it would be of interest to the Director to know that physical examinations at the Naval Medical Center are not being handled in the routine way but FBI examinations result in special attention being given to our Agents. I was very much impressed with [redacted] who conducted the general phases of the physical examination. This was not a rush affair at all, and at the conclusion of a very thorough, careful, scrutinizing examination, [redacted] took occasion to offer several moments of counsel and advice and he informed me that he does this in the case of each Agent being examined. It is my opinion [redacted] is not only doing a fine job in his physical examinations, but he is taking a personal interest in FBI personnel and he expressed to me his admiration for the Bureau and its people.

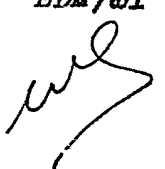
A few weeks ago I mentioned to Personnel Officer Edwards a matter that was bothering me physically, with the net result that 40 minutes later I was on the operating table at the Naval Medical Center and 1 hr. and 45 minutes later was back at my desk at work, having had a minor operation.

FBI personnel are treated so warmly and given such special attention, I thought it would be of interest to the Director to know of the existing arrangements and it certainly appears that considerable credit is due to Personnel Officer Edwards and to Clerical Employees [redacted] of the Administrative Division.

RECOMMENDATION: It is recommended that letters of appreciation go forth to [redacted] and the Commanding Officer of the Naval Medical Center, as well as to Messrs. Edwards, [redacted]

EDM/wl

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____



b6
b7C

b6
b7C

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

November
~~August~~ 27, 1952

I certify that I have received the following Government property for official use:
~~returned~~

Smith-Corona Portable Typewriter #5S-309521

R E A D

85 The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Bill 3
swt
Very truly yours,

H F Edwards
SA H. Lynn Edwards

February 13, 1953

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

The Bureau has observed that on February 3, 1953, one of the clerical employees under your general supervision exceeded the speed limit in operating a Bureau vehicle. It was your responsibility to make certain that adequate instructions had been issued to this employee as to the necessity for observing all traffic regulations and that the necessary supervisory techniques were employed to insure that he was properly discharging his duties.

The Bureau feels that in this instance you were lax in the discharge of your supervisory duties, and it is expected that in the future you will exercise closer supervision over the activities of employees under your supervision so that no similar instances will occur.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

CC: Mr. Glavin (Personal and Confidential)

Administrative Division file

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Winterrowd _____
Tele. Rm. _____
Holloman _____
Gandy _____

WST:fsb

RECEIVED - DIRECTOR

FEB 17 1953

168

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓ *Wm*

FROM : MR. CLEGG *Wm*

SUBJECT: MR. H. LYNN EDWARDS,
PERSONNEL OFFICER,
ADMINISTRATIVE DIVISION

DATE: February 9, 1953

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____
Tele. Rm. _____
Nease _____
Gandy _____

Mr. Edwards is thrice removed from the actual operation of motor vehicles in the Administrative Division. Mr. Edwards supervises Special Agent William B. Hershey and Mr. Hershey supervises the drivers. On February 3 delinquencies were noted in that the rate of speed of clerical employee [redacted] exceeded the official speed limit while en route to the Naval Hospital.

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Edwards states that he does not condone any traffic violation or infringement of safety, however, [redacted] has an unblemished safety record and is mature and sensible. Edwards assures that he will again reiterate to all drivers the absolute necessity for strict observance of traffic regulations.

RECOMMENDATION:

That Mr. Edwards be censured for the delinquencies incurred by [redacted] of the Administrative Division. Administrative Division concurs.

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EDM:MAH
CC: Mr. Glavin

114
89 FEB 17 1953

Let of Edwards to SA [redacted] 12-13-53 WST

Jagull
1/10
RECORDED

67-171-24-169
Searched _____
Indexed _____
120
FEB 17 1953
FEDERAL BUREAU OF INVESTIGATION

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

2-18-53

I certify that I have received the following Government property for official use:
~~returned~~

Manual of Rules and Regulations # 12
(dated October 24, 1952)

RETURNED

Manual of Rules and Regulations # 43
(dated June 10, 1946)

R E A D

33
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

FILE
WRE
PEE
[Signature]

Very truly yours, 12/19

[Signature]
H. Lynn Edwards, SA

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *V/m*

FROM : MR. H. H. CLEGG *HACm*

SUBJECT: INSPECTION OF MOTOR VEHICLES
AT THE SEAT OF GOVERNMENT

DATE: 2/3/53

Communications

Second Progress Report
(Continuing Survey)

Tolson _____

Ladd _____

Nichols _____

Belmont _____

Clegg _____

Glavin _____

Harbo _____

Rosen _____

Tracy _____

Mohr _____

Tele. Rm. _____

Nease _____

Gandy _____

SYNOPSIS

This memorandum includes previous findings concerning which no action has yet been taken and endeavors to bring up to date progress of the inspection thus far. Additional checks of driving habits will be made. This memorandum is limited to driving habits, safety and observance of traffic regulations. Maintenance of vehicles, assignment thereof and supervision will be presented in separate memoranda in order to facilitate handling by the Director.

This memorandum relates to driving delinquencies by employees of the Communications Section of the Records and Communications Division and by an employee of the Administrative Division. In the Records and Communications Division motor vehicles are supervised by [redacted] Grade GS-6, Mail Room Supervisor, who is responsible to [redacted] Grade GS-11, Chief of Communications Section, who is responsible to Inspector J. J. McGuire, who is, in turn, responsible to Mr. L. B. Nichols. In the Administrative Division the clerks driving vehicles to the Naval Hospital are responsible to Special Agent William B. Hershey, who is, in turn, responsible to Personnel Officer H. L. Edwards, who is, in turn, responsible to Mr. W. R. Glavin.

* DRIVING DELINQUENCIES AND RECOMMENDATIONS

1. [redacted] Mail Room, Records and Communications Division, at 5:07 p.m. on 1/27/53, failed to stop at a stop sign at 4th and Madison Drive while driving a Bureau station wagon from the Identification Building to the Justice Building. [redacted] has no recollection of this specific incident, but states at times, when the traffic is clear, he slows his vehicle to 2 or 3 miles per hour and proceeds across the intersection when confronted by a stop sign.

Censure and probation recommended.

2. [redacted] Mail Room, Records and Communications Division, at 9:37 a.m., 1/28/53, driving a Chevrolet station wagon from the Identification Building to the Justice Building failed to stop completely at a stop sign at 7th and Madison Drive. [redacted] stated he slowed the vehicle practically to a stop, shifted into low gear and proceeded.

cc-Mr. Glavin

EDM:dmg

Speedometers of the two surveilling cars calibrated at official test station.

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He neglected to give a signal for a right turn when he turned into the courtyard of the Justice Building from 10th Street on the same trip. [] stated he normally leaves the turn indicator on from the time he makes his right turn into 10th Street from Constitution Avenue until he has turned again to the right into the Justice Building courtyard.

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Employee ceased duty 1/30/53 to enter Armed Service.

3. Edward J. Welch, Jr., Mail Room, Records and Communications Division, at 9:15 a.m., 1/28/53, failed to stop completely at a stop sign at 4th and Madison Drive and again at 7th and Madison Drive, although in each instance he slowed the vehicle to a rate of 2 or 3 miles per hour. Welch claims that, since the intersection was clear, he proceeded on.

This item, and all of the previously mentioned items, were contained in an earlier memorandum for the Director's information, but no action has yet been taken. More recent delinquencies by Welch are set forth below.

* * * *

Edward J. Welch

A. At 7:53 a.m., 2/3/53, the motor of station wagon license #1-4633 was running while the station wagon was parked in the courtyard on the side of the driveway furthest from the Justice Building. Mr. Welch states that he was inside the doorway watching the station wagon while the motor warmed up. It is felt in the interests of safety and security, whenever the motor is running on a vehicle, the driver should be in the vehicle. Mr. Nichols sees no dereliction here.

B. Driving station wagon license #1-4633, Welch left the Justice Building en route Ident Building at 7:55 a.m. He proceeded east, 2/3/53, on Constitution Avenue at a rate of 30 miles per hour. He proceeded south on 4th Street from Constitution Avenue at an average rate of 32 miles per hour. Welch stated that he has been watching his speedometer off and on since driving delinquencies were called to his attention last week and that he has since tried to be careful.

C. Four other trips between the Justice and Identification Buildings observed on 2/3/53, with no driving delinquencies attributed to Welch.

Censure, probation and 3-day suspension without pay recommended.

Mr. Nichols recommends censure and probation and states there are no drivers to replace him.

4. [redacted]

A. At 7:40 a.m., 2/3/53, driving station wagon from Justice Building to Ident Building and proceeding east on "C" Street, Robinson failed to make a complete stop at the stop sign at the intersection of 3rd and "C" Streets. He had a girl passenger. [redacted] states he saw a clear opening to go into 3rd Street (break in the traffic) and seized the opportunity. He states that he is sorry for this offense and those listed below, which are the first violations brought to his attention in 10 years of driving.

B. At 7:59 a.m., while driving station wagon to Justice Building 2/3/53, and proceeding north on 9th Street, [redacted] made a left turn into Constitution Avenue in order to go west. No left turn signal was given. There was a girl passenger.

C. At 8:16 a.m., 2/3/53, driving station wagon from the Justice Building to the Identification Building, [redacted] proceeded down Constitution Avenue at a rate of 32 miles per hour. He made a right turn to go south on 4th Street and between Constitution and Independence Avenues on 4th Street he operated the vehicle at a rate of 36 miles per hour. The speed limit in this area is 25 miles per hour and a policeman on 2/3/53, verified that speed in excess of 25 miles per hour under existing conditions would be unsafe.

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D. [redacted] gave no right turn signal when he turned south on 3rd Street from "C" Street. There is a stop sign at this intersection and [redacted] properly stopped, 2/3/53.

E. At 8:30 a.m., 2/3/53, while driving station wagon from the Identification Building to the Justice Building, [redacted] gave no indication at 7th and Washington Avenue of his intention to make a right turn.

F. On this same run he proceeded on "C" Street between 3rd and 4th at a rate of 30 miles an hour and on Washington Drive between 4th and 7th Streets at a rate of 32 miles per hour. Speed limit 25 miles per hour.

G. At 8:45 a.m., 2/3/53, while driving station wagon from the Justice Building to Ident Building, [redacted] proceeded at a rate of 30 miles per hour on Constitution Avenue, following which he turned south on 4th Street and proceeded at a rate of 30 miles per hour. Relative to his exceeding 25 miles an hour speed limit, [redacted] stated he was running late and was trying to make up time. Mason instructed him, on 2/3/53, that when he is late, he will just have to be late and in no instance should he violate the legal speed limit.

With regard to his failure to give a right turn signal at the stop sign at 7th and Washington Avenue and again at 3rd and "C" Streets, [] stated he was not aware that a right turn should be signalled if the driver is in the right lane and confronted by a stop sign. The Traffic Bureau of the Metropolitan Police Department states that signals must be given under all circumstances.

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Station wagon runs to the Identification Building at 11:10 a.m. and from the Identification Building to the Bureau at 11:20 a.m. were surveilled and no delinquencies were noted on []

Recommend censure, probation, 3-day suspension without pay and removal from driving duties.

I Recommend Censure + Probation & 3 day
ONLY. His 10 year Record indicates Drivers.
Driving Record than Available Drivers. rm

5. []

A. While driving station wagon from the Ident Building to the Justice Building at 8:27 a.m., 2/3/53, [] entered 3rd Street from Virginia Avenue, but failed to signal his intention to make a right turn. On the same run, at 9th and Constitution Avenue Heath made a left turn onto Constitution Avenue; however, before proceeding into the intersection he could easily have stopped because of his low rate of speed, but did not and crossed the intersection while the caution signal light was exhibited. [] stated that he tries to take all precautions, but apparently forgot to signal his right turn, mentioned above, and with regard to the caution light since there is rough pavement at 9th and Constitution Avenue, he did not desire to stop in the pedestrian walkway and felt it best to continue ahead. This explanation is not acceptable.

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B. Six other trips between the Justice and Identification Buildings were observed without delinquencies on the part of this employee.

Recommendation: censure and probation.

I Agree

6. [] Grade GS-6, Mail Room Supervisor

[] has been in this position for a period of one year. He has immediate responsibility for supervising the drivers of all vehicles assigned to the Mail Room. All delinquencies mentioned above pertain to Mail Room vehicles and, therefore, [] is secondarily responsible for all of the above delinquencies. [] was queried as to the supervision given

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the drivers and [] advised that approximately 5 months ago he spot checked station wagon drivers by surveilling them, unknown to the drivers. Approximately 10 of the 14 existing drivers are newly assigned to the Mail Room within the past 5 months, and had not been checked as to driving habits by [] or his superiors, except for those occasions, approximately twice per month, when it is necessary for [] to go to another building and in the cars in which he rides, he checks the driver's habits. Although there is no written rule requiring such checks, it appears that more checks should have been made. [] states that he has never received any written instructions from Section Chief L. E. Wherry to check the driving habits of station wagon operators. Wherry claims that oral instructions were issued to [] along this line and [] does not recall them, either indicating faulty memory on [] part or instructions not properly impressed upon [] by Wherry. More clear-cut instructions should have been issued. [] states that he has not on his own initiative checked the driving habits of station wagon operators. He has issued no instructions to station wagon drivers relative to speeding or stopping at stop signs, since he became Mail Room Supervisor one year ago. [] states he does not feel it should be his responsibility to check the performance of station wagon drivers due to the other duties which must be performed by him in supervising the Mail Room. Who should supervise drivers in the future will be covered in a separate memorandum. [] does feel he should be responsible for supervising the upkeep of the cars.

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Recommendation: It does not appear that [] has been alert to his responsibilities as a Supervisor in the Mail Room, with the handling of motor equipment, and from his comments above, he does not seem to express an attitude of interest in assuming responsibility. It is, therefore, recommended [] be censured, placed on probation, reduced in grade, and be removed from his position as Mail Room Supervisor.

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view of recommended Courier Service, [] remaining Mail Room Supv., view of good
7. L. E. Wherry, Jr., Grade GS-11, Chief, Communications Section record.

Mr. Wherry supervises automobiles assigned to the Mail Room through his subordinate [] and, in turn, it is Mr. Wherry's responsibility to assure his superior, Inspector J. J. McGuire, of proper performance by drivers and proper handling of all motor vehicles. As mentioned above, Mr. Wherry has apparently not adequately impressed upon [] the necessity of [] checking the performance of drivers. There is no written rule requiring such checks; however, it is a technique of good supervision to check performance of subordinates. Mr. Wherry instructs all new drivers, qualifies them in the operation of Bureau automobiles, discusses safety and upkeep of vehicles at the time new drivers report for duty. He has no program of in-service training for drivers, but discusses individually complaints

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or defects relative to the driving of any employee, as same may arise. Approximately once each two months, Mr. Wherry rides the station wagon on official business and at that time checks the driver. Mr. Wherry has no tickler, calling for him to check the drivers or for him to remind [] to check the drivers or to see whether the drivers are being checked. Mr. Wherry states that he has strongly impressed upon drivers that, if they cannot meet the schedule and are running late, they should continue to run late but to operate their cars in safe fashion in accordance with traffic regulations. It is noted, however, that [] gave as his excuse for speeding the fact that he was running late on his schedule and it appears that these instructions were not followed []

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TIME
SCHEDULE

Wherry does not make a periodic check of each driver; has not surveilled any car operated by a Communications Section employee solely for the purpose of checking driving habits. Wherry states he felt that the drivers were doing a good job and that checks were unnecessary. He states that he has been satisfied with [] performance up to now. Wherry leaves it to [] as to how often [] will conduct checks and in this it appears that Wherry has been lax in not adequately performing his responsibility as a Section Chief, inasmuch as checking subordinates is his primary responsibility. Mr. Wherry states that, in his capacity as a Grade GS-11 Section Chief, he does not feel that he need have specific instructions as to operating vehicles from Inspector J. J. McGuire and that Mr. McGuire should be able to depend upon him to assure proper handling of motor equipment; however, Wherry states that McGuire has on several occasions told him to check the performance of drivers. Approximately 6 months ago, Mr. Wherry had another employee check the performance of the 5 drivers then on duty.

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Recommendation: Although Wherry now appears to realize that portion of his supervisory responsibility pertaining to motor equipment, it does not appear that he was fully alert to this responsibility prior to the check by the Training and Inspection Division. His supervisory performance with respect to supervising both [] and the automobile drivers has been quite weak and it is, therefore, recommended that Mr. Wherry be censured, placed on probation, and removed from all responsibility relative to the supervision of motor equipment and employees driving automobiles. (A separate memorandum will be subsequently submitted suggesting the consolidation of automotive supervision in a place other than the Communications Section.)

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8. Inspector J. J. McGuire

Mr. McGuire is responsible for the supervision of Section Chief L. E. Wherry, Jr. of the Communications Section. He is thus indirectly responsible for the driving delinquencies mentioned above and must bear responsibility, in turn, for the failure of Supervisor [redacted] and Section Chief Wherry to adequately discharge all of their duties. It is noted, however, that Inspector McGuire had previously instructed Section Chief Wherry to check driving habits. Nevertheless, delinquencies were found on the part of the drivers. Mr. McGuire is 3 positions removed from actual driving operations. Consequently, it is recommended that Inspector McGuire be strongly censured.

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Mr. Nichols agrees.

9. Assistant to the Director L. B. Nichols

As head of the Records and Communications Division, Mr. Nichols is four times removed from the actual operation of the motor vehicles, and he supervises them through Inspector J. J. McGuire. Mr. Nichols must nevertheless be in a position to assure the Director that safety and legal requirements for the operation of motor vehicles are being observed, although he must operate through subordinates. Because of the failure of his subordinates to properly perform and Mr. Nichols' failure to detect the supervisory weaknesses, it is believed that he should be censured.

Mr. Nichols agrees.

10. [redacted] Mail Room, Communications Section

[redacted] was surveilled in his driving of a Bureau station wagon on 1/27/53, and his performance was adequate and without defect. No action recommended.

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ADMINISTRATIVE DIVISION

11. [redacted] Clerical Employee, Administrative Division

[redacted] is assigned to transport Agents to the Naval Hospital and handle liaison at the hospital. He left the Justice Building at 9:55 a.m., 2/3/53, in a Bureau Buick. He was surveilled from the Justice Building to the Naval Hospital at Bethesda, Maryland, during which the following were noted:

A. Speed of 31 miles per hour at Virginia Avenue, at the underpass in a 25 mile per hour zone. This speed lasted for only about 150 feet.

B. Proceeded north on Foxhall Road at a speed of from 25 to 31 miles per hour in a 25 mile per hour zone.

- C. Proceeded up 46th Street at a speed of 25 to 31 miles per hour in a 25 mile per hour zone and drove along Western Avenue from River Road to Wisconsin Avenue, at an average speed of 25 to 31 miles per hour in a 25 mile per hour zone.

The distance from the Justice Building to the Naval Hospital at Bethesda, Maryland, is 11.3 miles, and it was traveled in 25 minutes, which resulted in an average speed of approximately 25 miles per hour. In his explanation, [] pointed out that he was unavoidably 20 minutes late in departing from the Justice Building and difficulty is encountered at the Naval Hospital if appointments are not kept on time. [] stated he realizes he is entrusted with the safety of Agents' lives when transporting them to the hospital and he endeavors at all times to comply with traffic regulations, safety precautions and tries not to take any chances. He is sorry for the offenses of 2/3/53, and assures there will be no recurrence. The surveilling Agent of the Training and Inspection Division reported [] was moving with the traffic and not passing other cars, and other than the delinquencies mentioned, no defects were noted. b6 b7C

Passengers in the car en route to the Naval Hospital were Special Agents Harold Hair, Kenneth A. Clow and [] of the Washington Field Office, and Supervisor [] of the Bureau. In substance, they state they were impressed by the care of [] in driving, his caution in stopping completely at stop signs on the way out of the Justice Building and at intersections, and where the street crossed the Cabin John streetcar line, that en route to the hospital they were discussing houses and not watching the speedometer; however, there were no indications of carelessness, excessive speed, unusual motion of the vehicle or other matters which would call their attention to the speedometer. Inasmuch as it is almost impossible for a person to judge a variation of 5 miles an hour in the speed of a car without consulting the speedometer, it is believed that the statements of these Agents should be accepted on behalf of [] and without criticism to the Agents. The accuracy of the speedometer on [] car was checked at an official station. The speedometer reading was 4 miles per hour fast. Thus, at an actual speed of 30 miles per hour the speedometer on that car would read 34 miles per hour. b6 b7C

Although [] has a reputation for being a mature, sensible employee, and for good driving, it is important to impress upon him fully the responsibility in his hands.

Recommendation: That [] be censured and placed on probation.

12. Special Agent William B. Hershey

[] and his counterpart in the Administrative Division, [] are the two employees who transport Agents to the hospitals for physical examinations. Since September 1952, these employees have been supervised by Special Agent William B. Hershey of the Administrative Division. Hershey states [] have both been carefully instructed as to driving, both are mature and experienced drivers, and Hershey has checked their performance. It is noted [] feels he has been adequately instructed and b6 b7C

supervised. As it is the responsibility of Agent Hershey to supervise these employees to such an extent as to be able to guarantee to his superiors that all laws are being upheld and safety is paramount, which was apparently not done in this instance, it is recommended that Hershey be censured and continued on probation.

13. Mr. H. L. Edwards, Personnel Officer, Administrative Division

Mr. H. L. Edwards is responsible for the supervision of Special Agent William B. Hershey who, in turn, supervises [redacted]. Mr. Edwards states [redacted] is one of the two drivers of the cars going to the hospitals; has been certified after an official Bureau driving test as competent to drive Bureau vehicles. Mr. Edwards has personally checked the driving habits of [redacted] en route to and from the Naval Hospital and has concluded on each occasion that he was a safe and competent driver. He states further [redacted] has an unblemished safety record for driving Bureau cars. Mr. Edwards wishes to state he does not condone any traffic violation or infringement on safety rules. Mr. Edwards assures he will again reiterate to all drivers the absolute necessity for strict observance of all traffic regulations. b6 b7C

Recommendation: That Mr. Edwards be censured for not having seen to it that supervision of [redacted] was so tight that a situation such as described above could not have occurred.

14. Assistant Director W. R. Glavin

As head of the Administrative Division, Mr. Glavin is responsible for assuring the Director of proper performance by all employees and, inasmuch as [redacted] violated traffic regulations, Mr. Glavin should be censured for this offense occurring in his division and see to it that appropriate instructions are issued to all employees who must drive vehicles and to the Supervisors who have responsibility over such employees. Mr. Glavin is already on probation. b6 b7C

*Jagme M.A.D.
2/6/53*

CONCLUSION

The survey of driving habits will be continued and further progress reports will be submitted until we are in a position to assure the Director that all automobiles are being properly handled.

Separate memoranda will be submitted in the immediate future concerning washing of vehicles, assignment of vehicles to various divisions, supervision thereof, and related matters.

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME EDWARDS, H. Lynn			2. GRADE AND COMPONENT OR POSITION		3. IDENTIFICATION NO.				
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. PURPOSE OF EXAMINATION Annual		6. DATE OF EXAMINATION 2/3/53				
7. SEX		8. RACE		9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN		10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT	
12. DATE OF BIRTH		13. PLACE OF BIRTH		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN					
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS NNLC - Bethesda, Md.				16. OTHER INFORMATION					

17. RATING OR SPECIALTY

TIME IN THIS CAPACITY: TOTAL LAST SIX MONTHS

CLINICAL EVALUATION (Check each item in appropriate column: enter "N. E." if not evaluated)

NORMAL	ABNOR- MAL	18. HEAD, FACE, NECK, AND SCALP	NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment: continue in item 73 and use additional sheets if necessary.)	
X		19. NOSE		
X		20. SINUSES		
X		21. MOUTH AND THROAT		
X		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)		
X		23. DRUMS (Perforation)		
X		24. EYES—GENERAL (Visual acuity and refraction under items 69, 60, and 61)		
N. E.		25. OPHTHALMOSCOPIC		
X		26. PUPILS (Equality and reaction)		
X		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)		
X		28. LUNGS AND CHEST (Include breasts)		
X		29. HEART (Thrust, size, rhythm, sounds)		
X		30. VASCULAR SYSTEM (Varicosities, etc.)		
	X	31. ABDOMEN AND VISCERA (Include hernia)		
X		32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)		
X		33. ENDOCRINE SYSTEM		
X		34. G-U SYSTEM		
X		35. UPPER EXTREMITIES (Strength, range of motion)		
	X	36. FEET		
X		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)		
X		38. SPINE, OTHER MUSCULOSKELETAL		
N. E.		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS		
	X	40. SKIN, LYMPHATICS		
X		41. NEUROLOGIC (Equilibrium tests under item 72)		
N. E.		42. PSYCHIATRIC (Specify any personality deviation)		
Females only		(Check how done)		
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL		

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)

O.—Restorable teeth X.—Missing teeth (6 X 6).—Fixed bridge, brackets to include abutments /.—Nonrestorable teeth XXX.—Replaced by dentures																REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES	
Type III Class																	
1158-1-170																	

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. 1.015			46. CHEST X-RAY (Place, date, film number, result) Neg. (14 x17)		47. SEROLOGY (Specify test used and result) Neg.	
ALBUMIN N	SUGAR N	MICROSCOPIC N				
48. EKG Normal			49. BLOOD TYPE AND RH FACTOR A1 Rh+		50. OTHER TESTS	

MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT 68 $\frac{1}{2}$ "		52. WEIGHT 170		53. COLOR HAIR brown		54. COLOR EYES hazel		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP. N	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING		SYS. 100 DIAS. 66		RECUM- BENT		SYS. DIAS.		STANDING (3 min.)		SYS. DIAS.	
								SITTING 78		AFTER EXERCISE 92	
								2 MIN. AFTER 76		RECUMBENT AFTER STANDING 3 MIN.	
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION			
RIGHT 20/ 50		CORR. TO 20/ 20		BY S. CX				CORR. TO		BY	
LEFT 20/ 70		CORR. TO 20/ 20		BY S. CX				CORR. TO		BY	
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PL											
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) Norm. AOC 1940				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION	
70. HEARING		71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)	
		250 250		500 512		1000 1024		2000 2048		3000 2896	
RIGHT WV 15 /15 SV /15											
LEFT WV 15 /15 SV /15											
		RIGHT									
		LEFT									
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY											

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

- 31. Inguinal rings, enlargement of, NCD.
- 36. Pes planus, slight, NCD.
- 40. Scar healed, operative, (appendectomy), NCI.
- 59. Defective vision, corrected to 20/20, NCL.

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE					
						P	U	L	H	E	S
77. EXAMINEE (Check) <input checked="" type="checkbox"/> IS QUALIFIED FOR strenuous exertion and use of firearms. <input type="checkbox"/> IS NOT						PHYSICAL CATEGORY					
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER											
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE s/R. [Redacted]					
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE [Redacted] b6 b7C					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE s/A. [Redacted]					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE [Redacted] NUMBER OF AT- TACHED SHEETS					

FEDERAL BUREAU OF INVESTIGATION
SERIAL CHARGE-OUT

* This form is consolidated with the old FD-654, based on a Sentinel review.

Date 8/9/11

Document Classification: ☒ Unclass ☒ Confidential ☐ Secret ☐ Top Secret

Document Type: ☒ Letter ☐ Airtel ☐ LHM ☐ Memo ☐ Report
☐ Facsimile ☐ Teletype ☐ Misc ☐ EC ☐ Email
Enclosure _____ Attachment _____

SCI TYPE: *requires special handling

☐ SI* ☐ TK* ☐ GAMMA* ☐ COSMIC(NATO)
☐ HCS* ☐ SSRP* ☐ BYE* ☐ Other _____ (specify)

FD-501 Number _____

Date of Mail 2/19/53

Originating Office or agency FBI

This serial has been removed and placed in:

☐ Special File Room, FBIHQ ☐ FBIHQ, Room _____

☒ ARC
Field Office-Room # Container # or Other Location Where Material Is Stored

File 67 171084 NR
Class, Office of Origin Case No. Last Serial

☐ Pending ☒ Closed

Serial No.

Description of Serial

Date Charged

<u>NR</u>	<u>physical examination</u>	<u>8/9/11</u>

Employee _____

RECHARGE

To _____ Date _____
From _____

Initials of
Clerk

SERIAL CHARGE-OUT

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

3. 2. 53

I certify that I have received the following Government property for official use:

~~returned~~

New Commission Card with case # 1685

RETURNED

Old Commission Card with case # 1685

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

31 MAR 11 1953

FILE

WRG

FEB. mb

Very truly yours,

H. Lynn Edwards

H. Lynn Edwards
Special Agent

616

H. LYNN EDWARDS
Administrative Division
Personnel Officer
EOD 2/10/41
Grade GS-15, \$10,800

ASSISTANT DIRECTOR GLAVIN

Mr. Edwards is the Personnel Officer of the Bureau and performs his multiple duties in a highly satisfactory manner. He has taken an aggressive hold of the Bureau's personnel set-up and has developed it from its infant stages to the healthy personnel set-up that we have today. He does not hesitate to take responsibility upon himself in making decisions and in the handling of many important administrative and personnel assignments which are given to him.

He has a wide circle of contacts in Government Agencies which have been of particular benefit to the Bureau insofar as veterans matters and Civil Service matters and the like are concerned.

He has been solidly behind the Bureau's medical examination program and through his efforts, we have been able to expand our medical examination coverage from Washington to military and naval hospitals throughout the country.

Mr. Edwards is particularly well qualified for his present position, and I feel that the Bureau is fortunate in having one of his abilities assigned to duties such as his.

ASSISTANT DIRECTOR HARBO:

Mr. H. L. Edwards has been assigned to the Personnel Section for several years and has been Personnel Officer of the Bureau since April, 1947, a position for which he appears to be well qualified. The findings during the inspection were generally favorable and there was no reason to differ with the comments of Mr. Glavin concerning Mr. Edwards; however, the Inspector found that there was excessive tardiness in the Personnel Section during November, 1952, there being 18 cases of tardiness per hundred employees of the Personnel Section, whereas in the remainder of the Administrative Division there were 8 tardinesses per hundred employees. One Agent Supervisor in the Personnel Section was tardy four times in November, all excused. The Inspector discussed the undesirability of this situation with both the Agent and Mr. Edwards and it is believed there will be no recurrence.

12
Inspection Report
Administrative Division
Inspector R. T. Harbo
February 2, 1953

3
JIC

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

Name of Employee: H. LYNN EDWARDS

Where Assigned: Administrative Personnel Section
(Division) (Section, Unit)

Payroll Title: Special Agent

Rating Period: from 4/1/52 to 3/31/53

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

HEE

Rated by:

[Signature]
Signature

Asst Director
Title

4/10/53
Date

Reviewed by:

[Signature]
Signature

ASSISTANT DIRECTOR
Title

Date

Rating approved by:

[Signature]
Signature

Title

APR 13 1953
Date

TYPE OF REPORT

(X) Official
(X) Annual

() Administrative

() 60-day

() Transfer

() Separation from service

() Special

APR 15 1953

102

38

[Signature]

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee H. LYNN EDWARDS Title Special Agent
Administrative Division Rating Period: from 4/1/52 to 3/31/53

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- | | |
|--|---|
| <p><u>+</u> (1) Personal appearance.
 <u>+</u> (2) Personality and effectiveness of his personal contacts.
 <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
 <u>✓</u> (4) Physical fitness (including health, energy, stamina).
 <u>+</u> (5) Resourcefulness and ingenuity.
 <u>+</u> (6) Forcefulness and aggressiveness as required.
 <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
 <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.
 <u>+</u> (9) Planning ability and its application to the work.
 <u>+</u> (10) Accuracy and attention to pertinent detail.
 <u>+</u> (11) Industry, including energetic consistent application to duties.
 <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
 <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'knowhow' of application.
 <u>○</u> (14) Technical or mechanical skills.
 <u>○</u> (15) Investigative ability and results:
 <u> </u> (a) Internal security cases
 <u> </u> (b) Criminal or general investigative cases
 <u> </u> (c) Fugitive cases
 <u> </u> (d) Applicant cases
 <u> </u> (e) Accounting cases
 <u>○</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.
 <u>○</u> (18) Development of informants and sources of information.
 <u>+</u> (19) Reporting ability:
 <u>○</u> (a) Investigative reports
 <u>+</u> (b) Summary reports <u>memos</u>
 <u>+</u> (c) Memos, letters, wires
 (Consider: <u> </u> conciseness; <u> </u> clarity; <u> </u> organization;
 <u> </u> thoroughness; <u> </u> accuracy; <u> </u> adequacy and pertinency of leads; <u> </u> administrative detail.)
 <u>○</u> (20) Performance as a witness.
 <u>+</u> (21) Executive ability:
 <u>+</u> (a) Leadership
 <u>+</u> (b) Ability to handle personnel
 <u>+</u> (c) Planning
 <u>+</u> (d) Making decisions
 <u>+</u> (e) Assignment of work
 <u>+</u> (f) Training subordinates
 <u>+</u> (g) Devising procedures
 <u>+</u> (h) Emotional stability
 <u>+</u> (i) Promoting high morale
 <u>+</u> (j) Getting results
 <u>○</u> (22) Ability on raids and dangerous assignments:
 <u>○</u> (a) As leader
 <u>○</u> (b) As participant
 <u>+</u> (23) Organizational interest, such as making of suggestions for improvement.
 <u>+</u> (24) Ability to work under pressure.
 <u> </u> (25) Miscellaneous. Specify and rate:
 <u>+</u> <u>Dictation ability</u>
 <u> </u> <u>Automobile driving ability</u></p> |
|--|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Personnel Officer of Bureau

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk Man

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING : SATISFACTORY
 Outstanding, Satisfactory, Unsatisfactory

*H. LYNN EDWARDS
Personnel Officer
Personnel Section
Administrative Division*

Mr. Edwards has continued as Personnel Officer of the Bureau during the past rating period. He is exceptionally well qualified to handle such duties and I feel that he has been highly satisfactory in his present assignment. He has continued to keep abreast of any personnel developments in the Government service. He has kept the Bureau advised of the many matters of a personnel nature which might affect the Bureau's operations. He has continued to maintain excellent liaison with various Government agencies including the Civil Service Commission to the continued advantage and benefit of the Bureau.

During the past year he has developed Personnel Conferences, in my opinion, to a new peak of efficiency. He is a member of one of the working committees of the Federal Personnel Council. Through continued liaison with Armed services medical facilities, he has made it possible for increased facilities to be made available for the use of our men which has proved to be very advantageous to the Bureau.

Mr. Edwards is exceedingly loyal to the Director and to the Bureau, and has subordinated his desires to the needs of the Bureau. He would be exceedingly capable as an Agent in Charge or as an Inspector of the Bureau; however, in his present position the Bureau receives the full benefit of his experience and qualifications and I feel he should continue in his present assignment.

HEC

Initials

MR. CLAVIN

April 10, 1953

H. L. EDWARDS

LEWEL H. FERGUSON
Clerical Employee
Mechanical Section,
Administrative Division
EOD: 4/9/16
CPC-3, #3112
SERVICE AWARD MATTER

H. L. Edwards

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b7C

SYNOPSIS

Employee Ferguson completed 35 years of Bureau service on 4/9/53 but this anniversary was overlooked until Miss Gandy made inquiries concerning same on 4/9/53. Service award letter and scroll prepared night of 4/9/53 for presentation to employee morning of 4/10/53. Oversight directly attributable to clerical error in preparing and checking service award tickler card. Error occurred as follows: Employee Ferguson's service award tickler card (which is attached) showed correct EOD date as 4/9/16 but through error typist made improper entry on card as follows: "Last anniversary date (if any): 10-year: 4/9/48," whereas, entry should have been "30-year: 4/9/48"; based on this error, the tickler card erroneously reflected the next scheduled anniversary as "20-year: 4/9/58," whereas, the next scheduled anniversary should have been "35-year: 4/9/53." Consequently, card was erroneously set in tickler for 4/9/58 rather than 4/9/53. Card was checked/initialled on 5/23/52 by former Clerk [redacted] who resigned 7/22/52.

In past eight months, rechecks have been made of all service award cards which were set up in tickler to come due as late as June, 1951, but this check was limited to insuring that the card had been properly set in the tickler based on the scheduled anniversary date appearing on the card and consequently, the check would not disclose the error in Ferguson's case. Other checks have regularly been made to ascertain that a service award card exists for every employee in the service. Also, a continuing recheck of all cards has been conducted for a period of three years in advance of the scheduled anniversary dates to insure the completeness and accuracy of all information on the cards, but this check did not reach Ferguson's card because he was set up on tickler five years in advance. Continuing spot checks of the service award cards in compliance with previous instructions of the Director have been made on a monthly basis against the payroll cards to verify the accuracy of all information thereon but unfortunately, Ferguson's card was not one of those which received a spot check.

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b7C

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Algen _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

HLE:cam

6 MAR 20 1953

H. L. Edwards

The instant error is the first service award error which has occurred since the Service Award Desk was transferred and placed into effect in the Personnel Action Unit effective July 19, 1952. Further, this is the first known error on a service award case attributable to this type of mistake. Because of the indication in the Ferguson case that we cannot rely on the accuracy of the 1952 check of these cards when they were prepared, a complete recheck has already been instituted of the more than 13,000 service award cards and will be completed at the earliest possible time. Such recheck will consist of (a) a visual accuracy check of all cards to enable the immediate detection of any error such as the Ferguson case; (b) check of all cards against the payroll cards and the personnel file to insure the accuracy of all service award date computations which, it will be noted, must take into account breaks in service, leave without pay in excess of ninety days, and the like. The 1952 check required the full time of two clerks approximately eight weeks.

The Service Award Desk is under the clerical supervision of Mrs. Jane Wackerman, who is Clerical Supervisor of the Personnel Action Unit. However, she does not appear to be at fault because at the time these cards were initially set up and checked when the Desk was placed in her unit, the responsibility for this was directly supervised by Agent Supervisor [redacted] until [redacted] was transferred to Mr. Tolson's Office January 19, 1953. Thereafter, it was under the Agent supervision of T. S. Hyde, who replaced [redacted] selected experienced employees to set up the index, carefully and thoroughly instructed them, supervised the preparation of an operating manual of instructions, held daily conferences with employees to resolve any questions arising and to imbue them constantly with the necessity for accuracy in setting up the index, established a system to fix responsibility by requiring the employees to initial the index cards checked and prepared by them, made constant spot checks during the setting up of the index, instituted a system of monthly spot checking from July through December, 1952, and the index was examined and spot checked by the Inspectors in December, 1952, during an inspection of the Administrative Division. [redacted] recognized the desirability of a complete recheck on a periodic basis in addition to the monthly spot checks and SA Supervisor Hyde, in addition to continuing the supervision after [redacted] departure on transfer, likewise recognized the desirability of a recheck at the earliest possible date that personnel could be obtained. Both these Agent Supervisors are deeply regretful of the serious error which has occurred in the Ferguson case, particularly because the service award program is so important and the oversight caused a loyal, faithful employee to be delayed in receiving recognition of his anniversary. They felt all necessary steps to insure against such errors had been taken but the human element

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Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

entered into this situation and caused this unfortunate incident.

The writer as Chief of the Section in which this unit is located, had over-all responsibility for this program and feels that he must similarly share the blame for this grievous error. All Agent Supervisors concerned, including the writer, feel that even though this error was primarily due to [redacted] obvious carelessness, it is so serious that it cannot help but reflect unfavorably on the Agent supervision of this desk and just cannot be tolerated.

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RECOMMENDATIONS

1. That a copy of this memorandum be placed in the out-of-service file of [redacted] to be considered in connection with any possible application for reinstatement on her part in the future.

2. That SA Supervisor [redacted] be severely censured because of the fact that even though it appeared that all reasonable steps were taken by him to insure the accuracy of the index, yet this error necessarily is a clear indication that the supervision was not fool-proof.

3. That SA Supervisor F. S. Hyde be similarly considered at fault for this supervisory weakness since he replaced [redacted] as Unit Chief on January 19, 1953. Mr. Hyde has been doing excellent work and is an extremely conscientious Supervisor. Just prior to this incident he had been approved for promotion from Grade GS-13, \$6560 to GS-14, \$8800 to be effective April 12, 1953. It is felt there is no alternative but to severely censure him and since the promotion has not yet become effective, it is further believed the promotion should be held up for thirty days. It is so recommended.

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holmes _____
Gandy _____

4. Since this error occurred in the Section under the over-all supervision of Personnel Officer H. L. Edwards, it is recommended that he be severely censured and instructed to personally follow the recheck of all cards and to have such recheck completed at the earliest possible date and submit a memorandum reflecting the results of such recheck when completed.

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5. That no action be taken against Clerical Supervisor Mrs. Jane Mackernan because of the fact that primary responsibility for the supervision was assumed by the Special Agents in this matter.

PERMANENT BRIEFS OF THE PERSONNEL FILES OF [REDACTED] A. SE HYDE AND H. L. EDWARDS ARE ATTACHED.

Attachments

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

BACKGROUND

On 4/9/53, at approximately 5:00 p.m., Miss Gandy telephonically inquired as to whether employee Lemuel H. Ferguson had completed his 35th year in the Bureau on that date inasmuch as Miss Gandy indicated she had a note on her calendar that Ferguson had entered on duty 4/9/18. An immediate check of the service award index was made and reflected that Ferguson in fact had entered on duty on 4/9/18, had had no breaks in service or extended periods of leave without pay which would alter his anniversary date, and, consequently, Ferguson in fact had completed his 35th year of Bureau service on 4/9/53. Through an oversight which will be explained below, no service award scroll or congratulatory letter had been prepared for him.

On the night of 4/9/53, a service award letter was prepared for Ferguson as well as the 35-year service award scroll and these were transmitted to the Director's Office at 8:30 a.m. 4/10/53, for presentation to Ferguson.

This memorandum will furnish the details as to how this error occurred and will fix responsibility for the same.

HOW THE ERROR OCCURRED

The service award index tickler card on employee Ferguson was prepared in May, 1952, and checked by former clerical employee [redacted] of the Personnel Action Unit as indicated by the notation "5/23/52. PF." [redacted] resigned on 7/22/52. The card had the correct EOD date of 4/9/18 on it but the next entry on the card showed "Last anniversary date (if any): 10 yr: 4/9/48" whereas it should have been "30 yr: 4/9/48." Because of this error the scheduled next anniversary date on the card showed "20 yr: 4/9/58" whereas it should have showed "35 yr: 4/9/53." Consequently, the card was erroneously set up in the tickler for an anniversary on 4/9/58 rather than 4/9/53. For easier understanding of how this error occurred, there is attached the service award card of Ferguson.

This is the first service award error which has occurred since the service award letter desk was transferred to and placed in operation in the Personnel Action Unit effective July, 1952. Further, this is the first known error on a service award case attributable to this type of mistake.

Numerous types of checks have been made of the service award index as follows:

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Winterrowd _____
Tele. Rm. _____
Holloman _____
Gandy _____

(1) The initial check of the accuracy of the information on the service award cards as noted above. This was done in May and

June, 1952, when the service award desk was transferred to the Personnel Action Unit. As indicated, however, this check by former employee [] was obviously carelessly done and caused this error.

(2) A check was made to insure that a service award card existed in the index for every employee in the Bureau's service. This check was made in Ferguson's case by [] as indicated by her initial "n" but this check would not reveal the instant error.

(3) A check was made to insure the accuracy of the FID date as indicated by the letter "w" (for Ackerman's Office) on Ferguson's card. This check, however, would not reveal the instant error.

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(4) All cards have been previously checked for anniversaries falling due through June, 1961, to make sure that the anniversary as indicated on the card has been properly set in the tickler. This check, however, would not have disclosed the instant error in view of the incorrectness of the anniversary date appearing on the card as explained above.

(5) A continuing check of all cards has been conducted on a gradually extended basis to insure that service award cards are completely rechecked to establish the accuracy of all information on such cards. This check has been planned so that all service award cards covering the anniversary falling due for a three-year advance period would be checked. This three-year period under the present system would be gradually increased so that eventually all cards would have received such a complete recheck. Had the card on Ferguson been set in the tickler to fall due within this three-year period, the error would have been previously detected but as noted above, his card was set erroneously for an anniversary in April, 1958. The three-year period was considered safe because in earlier instances of error they had occurred because of failure to credit NIS service which was erroneously considered in some cases as leave without pay and these periods of service did not extend for more than a three-year time.

(6) Finally, the service award cards in compliance with previous instructions of the Director have received a monthly spot-check consisting of spot-checking payroll cards against the service award cards to verify the accuracy of the information thereon.

Unfortunately, employee Ferguson's card was not one of those which received a spot-check.

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Winterrowd _____
Tele. Rm. _____
Holloman _____
Gandy _____

CO CORRECTIVE ACTION BEING TAKEN

In view of the sad experience in Ferguson's case, it definitely appears that we cannot rely on the accuracy of the complete check which was made in 1952, and, consequently, steps have been instituted to have all cards again rechecked. This is a tremendous task because the 1952 check required the full time services of two experienced clerks for a period of approximately 8 weeks. Nevertheless, the extreme importance of the service award program appears to warrant this.

In order to place first things first, this recheck is being handled as follows:

(1) I have instructed that an immediate visual check be made of all service award cards to insure the accuracy of all computations on them so that we will immediately detect any errors similar to the Ferguson error. There are slightly in excess of 13,000 such cards and on the basis of one employee checking 50 cards per hour, it is felt that three employees would be able to make this check in two weeks time.

(2) After the visual check, there will be a complete check of all the cards against the payroll card and the personnel file in order to insure the accuracy of the DoD date and the computation of the service award date. This check is a much slower and more involved one.

In the past, arrangements will be made to thoroughly instruct the employees on this check, to impress them with the extreme necessity for complete accuracy, and a system of having the employees initial each card they check will be continued in order to enable the fixing of responsibility in case of future errors.

FIXING THE RESPONSIBILITY FOR THE MISTAKE

It appears clear that the initial error in the Ferguson case was primarily attributable to the carelessness of former employee [redacted] and a copy of this memorandum is being recommended for her personnel file in case she should make any future application for reinstatement.

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The service award desk is in the Personnel Action Unit which is under the clerical supervision of Mrs. Jane Ackerman, Tolson. When the desk was moved in to that unit, [redacted] assumed direct responsibility for setting up the system and

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Winterrowd _____
Tele. Rm. _____
Holloman _____
Gandy _____

making the various checks, etc. so that it appears Mrs. Ackerman has not been guilty of any supervisory failure on her part.

The service award desk has been under the supervision of Agent Supervisor [redacted] who supervised the setting up of the card index and was responsible for its maintenance from July, 1952, until he reported on transfer to Mr. Tolson's Office January 19, 1953. In a memorandum of explanation submitted by [redacted] on this matter he states that the following procedures were followed: "(1) Experienced employees were selected to set up the index. (2) they were very carefully and thoroughly instructed concerning each item to be checked before preparing the index card. (3) daily conferences were held with the employees preparing the index to resolve any questions arising and to continually keep them aware of the necessity for accuracy in setting up the index. (4) to fix responsibility, employees were required to initial the index cards checked and prepared by them. (5) Constant spot-checks were made by me during the setting up of the index. (6) the index was spot-checked monthly by me from July through December, 1952, and was spot-checked in December by the inspectors, but apparently none of these checks included the index card of Mr. Ferguson."

[redacted] points out that [redacted] had exercised due caution it would have been impossible for this error to occur. He sincerely regrets the occurrence of this incident, particularly because it was a loyal faithful employee to be late in receiving acknowledgment of his 35 years of service with the Bureau and [redacted] states that although he thought he had taken all necessary steps to insure that such errors would not occur, it appears that the human element entered into the situation and resulted in this unfortunate incident. [redacted] further points out that he realized when he supervised the service award index that a recheck would have to be made of the cards and he expressed the opinion in his memorandum that a complete recheck should be made every six months to insure that this all important program will be administered with an absolutely minimum of errors.

Upon [redacted] transfer out of the division, the supervision of this desk was taken over by Agent Supervisor William S. Hyde who has handled it since 1/19/53. Mr. Hyde explains in his memorandum of 4/10/53 that he felt the present system of checks would insure complete accuracy although he realizes that in any manually operated system like this with so many thousands of cards it is necessary to make complete rechecks to reduce the human element to a minimum. He shared [redacted] feeling that such rechecks should

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Holloman _____
Gandy _____

he made and although he continued to make the monthly spot-checks regularly, he had planned to institute a complete recheck at the earliest date that personnel would be available. Mr. Hyde sincerely regrets this error and fully appreciates its seriousness. He has had an excellent record and was just approved for promotion from GS-13, \$8560 to GS-14, \$9600 per annum effective 4/12/53.

I ~~realize~~ am completely dismayed by this serious error. I realize full well the loyal and faithful services of Ferguson over the years and know how shocked the Director is because of the delayed acknowledgment of Ferguson's anniversary. I feel that notwithstanding the clerical carelessness in this case, it is still a grievous reflection on the Agent Supervisors and myself as Section Chief and I certainly am convinced that the Agent personnel cannot escape sharing this responsibility. We have all sensed a great deal of pride in the Bureau's service award program and everyone was proud of the fact that we had not had an error since the new system was set in operation 8 months ago. At the same time, this program just cannot be permitted to have any errors and when errors do occur I feel that the Agent Supervisors must be held accountable along with the clerks.

Recommendations incorporating these views have been made following the synopsis in this memorandum.

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Gandy _____

April 14, 1953

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

The Bureau has noted and carefully considered the explanation submitted with respect to the failure of the Personnel Section of the Administrative Division to prepare in advance a congratulatory letter and a scroll to be presented to Daniel H. Ferguson on the occasion of his completion of thirty-five years of service in the Bureau, and it is apparent that as Personnel Officer, you were responsible for seeing to it that service award matters were handled in such a manner as to have prevented this failure. This omission justifies no conclusion other than that you neglected to afford sufficiently thorough and painstaking supervision to the maintenance of the necessary service award records.

As Personnel Officer, you most assuredly realize the harm caused in employee morale by omissions such as this and it is expected that you will immediately take appropriate measures to prevent any further such failures and will continue to give this operation your personal supervision and attention.

Very truly yours,

J. Edgar Hoover
Director

cc: Mr. Glavin (Confidential)

g:fsb

APR 18 1953

MR. GLAVIN

April 17, 1953

DIRECTOR, FBI

H. LYNN EDWARDS
IN-SERVICE TRAINING
3/30 - 4/10/53

The above-named Special Agent attended the above General In-Service Training Course at the Seat of Government and attained the following grades:

Notebook	E
Double Action Course	96
Practical Pistol Course	97
Shotgun (Skeet)	10/25
.30 Rifle	82
Machine Gun	98

The firearms grades with the exception of the Shotgun Course have been entered on his field firearms training record. Agent Edwards was absent from class on April 10, 1953, due to other official business.

cc: SA H. Lynn Edwards
Administrative Division

bn _____
HLS/ks KS.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN
FROM : DIRECTOR, FBI
SUBJECT: H. LYNN EDWARDS
IN-SERVICE TRAINING
3/30 - 4/10/53

DATE April 17, 1953

The above-named Special Agent attended the above General In-Service Training Course at the Seat of Government and attained the following grades:

Notebook	E
Double Action Course	96
Practical Pistol Course	97
Shotgun (Skeet)	10/25
.30 Rifle	82
Machine Gun	98

The firearms grades with the exception of the Shotgun Course have been entered on his field firearms training record. Agent Edwards was absent from class on April 10, 1953, due to other official business.

cc: SA H. Lynn Edwards
Administrative Division

69 APR 24 1953

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

4-20-53

I certify that I have received the following Government property for official use:
~~returned~~

Key to Room #4725 349

READ

89-100-3111
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

07-NOV-1953
FILE
WRG

Very truly yours,

H. Lynn Edwards, Sⁿ

April 28, 1953

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

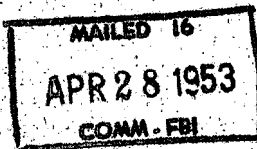
Careful consideration has been given by the Bureau to the fact that the recently completed review of the record cards set up in the Personnel Section as a basis for the preparation of Service Award letters has disclosed eleven instances of inaccuracy in addition to the one which resulted in a recent delay in recognizing the thirty-fifth anniversary of a Bureau employee; furthermore, in one of these eleven cases the tenth anniversary of an employee had been missed due to the mistake on his card. These mistakes were made by employees under your supervision as Personnel Officer and Chief of the Personnel Section, and they reflect most unfavorably upon your administration of this most important phase of personnel work.

Therefore, it is desired to again point out to you that continued derelictions of this type cannot be permitted and it will be your responsibility to adopt appropriate measures to prevent any recurrences.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director



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Glavin _____
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Holloman _____
 Sizoo _____
Miss Gandy _____

cc: Mr. Glavin (Personal and Confidential)

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Mr. Glavin

April 29, 1953

H. L. Edwards

H. L. Edwards

SERVICE AWARD MATTER

Special Employee - Atlanta Division

SYNOPSIS

As direct result of the visual check of all service award cards, which check was instituted 4/19/53 because of previous failure to meet service award anniversary, an incorrectly prepared card was discovered 4/21/53 made out for SE [redacted]. Effect of incorrect preparation caused failure to meet 10 year service award anniversary of 4/17/53. Mistake occurred in original preparation of the card on 6/5/52 by [redacted] presently assigned to Agents' Physical Examinations Unit but then assigned to Personnel Actions Unit of the Personnel Section. [redacted] listed [redacted] entrance-on-duty date as 11/4/50 instead of the proper date of 11/4/40. [redacted] had extended period of leave without pay for military service which makes correct service anniversary as 4/17/53, but incorrect listing of end date caused card to be incorrectly filed in service award chronological index. This card also checked by another clerical employee against the payroll cards. This check is reflected on [redacted] card but identity of employee making check unknown inasmuch as her initials were not set out on card at time check was made in 1952. [redacted] who otherwise has been an above-average clerical employee, advises mistake committed due to failure to type proper end date and to check work. She regrets such error.

Present service award index placed into operation July, 1952. It was organized and set up under SA [redacted] then Unit Chief of Personnel Services Unit. He continued supervision of service award desk until 1/19/53 when he was transferred to Mr. Tolson's office and was replaced by SA W. S. Hyde, who is presently Unit Chief and now has supervision of the service award desk. During course of recent inspection of service award desk by Inspection and Training Division, the statement was made that the basic card index system is a sound system. The inspectors recommended that 3 clerical employees be used to check the accuracy of the information on the service award cards themselves. As was set out above, the 3 employees have been used full time on the visual check. Service Award Key and appropriate letters are now ready for transmittal to [redacted] and are attached. It is regretted that this service award anniversary was not met and every effort will be made to secure the maximum accuracy in the service award index. Visual check now completed has developed 11 incorrectly filed cards but only this one card relative to [redacted] caused an anniversary date to be missed. All mistakes discovered have been corrected. The 11 mistakes, plus the one involving previous missed anniversary date, make a total of 12. With approximately 13,000 service award cards in the index this would reflect accuracy of 99.99% in operation of index. Additional check of service award cards against payroll attachments (3) CC: Personnel Files of [redacted] W. S. Hyde, H. L. Edwards, [redacted]

8 5 1953

cards and personnel files planned to insure greatest possible accuracy. Every effort being made to attain and maintain such accuracy.

You will recall that the current visual check which resulted in discovering the instant error resulted from an error discovered on 4/9/53 wherein employee Lenuel Ferguson's 35th anniversary was not detected until the anniversary date (4/9/53), resulting in a delay of one day in presenting him with his congratulatory letter and service award scroll. Based on that error the following disciplinary action was taken: (1) Special Agent Supervisor [redacted] who supervised the service award index until his transfer out of the Administrative Division 1/19/53 was severely censured; (2) Special Agent Supervisor W. S. Hyde who assumed supervision of the service award desk 1/19/53 was severely censured and his promotion from GS-13 to GS-14 was cancelled; (3) Special Agent Supervisor H. L. Edwards who has over-all supervision of the Personnel Section in which this service award desk is now located was severely censured; you likewise received a severe letter of censure as head of the Administrative Division in which this matter is handled. In addition, an Inspector was assigned to make a check of the service award index which has already been completed and reported upon as indicated in the foregoing. Insofar as the instant error is concerned the culpability on the part of the Agent personnel is exactly the same as in the Ferguson error, namely, that as supervisors it was their responsibility to prevent such errors.

b6
b7C

RECOMMENDATIONS:

(1) That the attached letters and 10-year Service Award Key be approved for transmittal to Special Employee [redacted] of the Atlanta Office.

b6
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(2) That [redacted] be severely censured and placed on probation because of her inexcusable error in this matter.

(3) That the following supervisory personnel be severely censured for this additional error:

(a) [redacted]

(b) W. S. Hyde

(c) H. L. Edwards

(d) [redacted]

BACKGROUND AND DETAILS

The following is submitted as an explanation concerning the reason why the Ten Year Service Award Key, together with the regular letter sent with such key, were not sent to [redacted] Special Employee, Atlanta Division, so that he would have received them on his ten year anniversary date of April 17, 1953. b6 b7C

Service Award Index Operations

As has previously been set forth in other service award matters, a separate service award index was set up and went into operation about July 1, 1952. This index was organized so that a separate card was filed in the index for every Bureau employee. This card contained the name of the employee; his entrance-on-duty date; his last anniversary date, if any; a list of any leave without pay, resignation and reinstatement dates and finally an item entitled "schedule," which indicated the type award the employee was next due to receive together with the date he was due to receive it.

Once this information was placed on the card and checked the card was then filed chronologically in the index according to the information on the card as to the date that the next award was due.

Cause of Instant Mistake

In the instant case Special Employee [redacted] entered on duty on 11/4/40. He was placed on leave without pay in order to enter military service on 12/20/43 and returned to duty on 6/3/46. His adjusted entrance-on-duty date, inasmuch as time spent on military service is not counted in connection with service award matters, should have been listed on the service award card as 4/17/43, and the next scheduled anniversary as 4/17/53, his ten year anniversary.

However, the card relating to SE [redacted] as it was prepared on 6/5/52 by [redacted] then a clerical employee in the Personnel Action Unit, incorrectly listed [redacted] eod date as 11/4/50 instead of 11/4/40. The scheduled anniversary was set up as 11/4/60, in view of the incorrectly listed eod date. It should be noted that although a period of military leave was listed on the card, the anniversary date, even though incorrect, had not been adjusted to take care of this. At the time the index was set up this period of adjustment was not immediately figured inasmuch as when the card came up on the unadjusted date it could be figured at that time and set ahead. b6 b7C

This present failure to correctly list the proper anniversary date of SE [redacted] is due solely to the improper listing of his eod

date as 11/4/50 instead of properly as 11/4/40. As was set forth above, this listing was made originally by [redacted] It should also be noted that the entry listing his military leave without pay indicated that he commenced such military leave without pay at 9:00 a.m. on 12/20/43 and resumed employment in the Bureau following his completion of military leave without pay at 9:00 a.m. on 6/3/46. An examination of this entry would clearly have reflected that his eod date could not have been 11/4/50 if he had such a break in service as above listed for military leave without pay. Following the computation of this card, [redacted] placed her initials in the lower right-hand corner, together with the date of computation which was 6/5/52. An initial of "W" is set forth after the eod date as it appears on the card and this initial indicates that it was checked by a clerical employee against the payroll cards maintained in the Personnel Action Unit. This check was made of all cards prior to the time they were filed and set up on an operating basis in the service award index. Obviously, this check likewise was faulty in view of the fact that the payroll card itself reflects that his entry-on-duty date was 11/4/40. The identity of the clerical employee who made this check against the payroll cards cannot be ascertained. The "W" itself merely indicated that it had been in the Personnel Action Section for a check and was simply a symbol used on the card indicating the check had been made against the payroll card. The "W" does not refer to the initial of any clerical employee. b6 b7C

Steps Taken to Attain Maximum Efficiency of Index

The present form of the card was adopted and the check against the payroll card was made following the filling out of the card in an effort to secure the maximum accuracy from the index. It should be noted that other checks have been made against this index since the time it was set up. Spot checks have been conducted against the service award cards by the use of the payroll cards. The cards have likewise been checked to insure that one existed for every employee and at the present time a complete check has just been finished which involved a visual check of all the cards presently in the service award index.

This visual check was occasioned by the failure to have a proper listing of the service award anniversary date of Lemuel H. Ferguson and was instituted 4/13/53. Immediately upon the discovery of this failure, the visual check was instituted which involved the individual examination of each card in the service award index. The information on each card was checked, any necessary adjusted eod dates were recomputed, and any mistakes discovered were corrected immediately. It was during the course of this visual examination that the present mistake was ascertained. It was located on 4/21/53 and came about as a direct result of this visual examination. This examination was completed in the morning of 4/22/53 and during the course of this visual check

11 instances were located where the cards had been filed under an incorrect date. This ranged from a mistake in computation of an adjusted eod date to a simple misfiling of the card itself, even though the information contained on the card was correct. All these instances have been corrected and it is felt that this visual check served a most worthwhile purpose. [redacted] has been interviewed concerning the misinformation which was placed on the card of SE [redacted] and she stated that she had no explanation for such action beyond the fact that it simply was a typographical mistake committed by her which she did not detect. As was noted above, it is not possible to ascertain the identity of the clerical employee who checked this service award card against the payroll card in the Personnel Action Unit. b6 b7C

It should be noted that at the present time there are approximately 13,000 cards in the service award index. As has been set out above, these cards are filed chronologically according to the next scheduled anniversary which the employee is scheduled to celebrate. These cards, of course, cannot be properly filed until all computations necessary to arrive at the correct adjusted eod date are made, if such adjustments are necessary. This makes it clear that this index is necessarily a 2-step operation. First, all information on the card must be correct and mathematical computations must be correct in order to arrive at the proper date of the anniversary. Once this figure is known, then the card must be correctly filed in chronological order. This makes the operation of this index at least twice as difficult as that of a simple alphabetical index in which the substantive information on the index is not a factor which affects the proper filing of the card.

The discovery of 11 mistakes, together with the previously mentioned failure with regard to the anniversary of Lemuel H. Ferguson, makes a total of 12 mistakes which have been located in the present service award index. This index has been in operation since July, 1952, and there have been only 2 known failures to meet the proper service award anniversary date. Considering the approximately 13,000 cards checked and the 12 mistakes discovered, this would reflect an error factor in the indices of .000923, or in turn reflect an accuracy in the index of 99.99%. It is felt that if the over-all accuracy of this service award index is examined, it will be found that it has proven to be much more accurate than the normal index, even though the normal index is a one-step operation dependent upon proper alphabetical filing.

Supervision of Service Award Desk

This index was set up by Special Agent [redacted] who was the Unit Chief of the Personnel Services Unit in which the service award index operates. SA [redacted] continued to have supervision of this b6 b7C

index from the date of its setting up until January 19, 1953, when he was transferred to the office of Mr. Tolson. At this time supervision of the index came under SA William S. Hyde who is the present Unit Chief of the Personnel Services Unit. It is sincerely felt that the instances of error have been reduced materially through the visual check which was just conducted and it is planned to supplement this check with a further check of all the service award cards against the payroll cards and the personnel files in order to insure the maximum possible accuracy.

As is indicated by the present failure relative to the card of SE [] all operations and checks will necessarily be affected by a human factor. The effect of checks and rechecks will be to reduce this error to the maximum possible extent which is humanly possible. It is regretted that there was a failure to meet the service award date of SE [] and as can be seen from the above, every effort is being made at the present time to see that such will not happen in the future. b6 b7C

During the course of the recent inspection of the service award desk conducted by the Training & Inspection Division the statement was made that the basic card index system is a sound system. The Inspectors recommended that 3 clerical employees be used to check the accuracy of the information on the service award cards themselves. As was set out above, the 3 employees have been used full time on the visual check.

It is regretted that the instant mistake occurred and every effort is being made to insure maximum accuracy in the operation of this index.

You will recall that the current visual check which resulted in discovering the instant error resulted from an error discovered on 4/9/53 wherein employee Lemuel Ferguson's 35th anniversary was not detected until the anniversary date (4/9/53), resulting in a delay of one day in presenting him with his congratulatory letter and service award scroll. Based on that error the following disciplinary action was taken: (1) Special Agent Supervisor [] who supervised the service award index until his transfer out of the Administrative Division 1/19/53 was severely censured; (2) Special Agent Supervisor W. S. Hyde who assumed supervision of the service award desk 1/19/53 was severely censured and his promotion from GS-13 to GS-14 was cancelled; (3) Special Agent Supervisor H. L. Edwards who has over-all supervision of the Personnel Section in which this service award desk is now located was severely censured; you likewise received a severe letter of censure as head of the Administrative Division in which this matter is handled. In addition, an Inspector was assigned to make a check of the service award index which has already been completed and reported upon as indicated in the foregoing. Insofar as the instant error is concerned the culpability on the part of the Agent personnel is exactly the same as in the Ferguson error. b6 b7C

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Belmont
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Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

Recommendations relative to this matter have been set forth following the synopsis.

PERMANENT BRIEF OF THE PERSONNEL FILE OF [] IS ATTACHED.

Office Memorandum • UNITED STATES GOVERNMENT

TO : PAYROLL OFFICE ✓
 FROM : H. L. EDWARDS *HLE*
 SUBJECT:

DATE: May 18, 1953

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Effective the next convenient pay period, I request that my withholding tax deductions be increased in the amount of \$10 per pay period.

HLE:rfd

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Numbered _____	_____
18 MAY 20 1953	
FEDERAL BUREAU OF INVESTIGATION	

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noted in Payroll
ilw 5/19/53

34
85 MAY 25 1953

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

FROM : H. L. Edwards *HL*

SUBJECT: ELECTION OF WRITER AS PRESIDENT
OF DICKINSON ALUMNI CLUB OF
WASHINGTON, D. C.

DATE: May 22, 1953

Mr. Tolson ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Egan ✓
Mr. Gurnea ✓
Mr. Harbo ✓
Mr. Mohr ✓
Mr. Pennington ✓
Mr. Quinn Tamm ✓
Mr. Nease ✓
Miss Holmes ✓

For record purposes I wish to advise that on Thursday night, May 14, 1953, I was elected President of the Dickinson Alumni Club of Washington, D. C., for a term of two years, having previously served as Vice President of the Club.

The Club represents alumni from Dickinson College and Dickinson Law School in the Washington area, numbering approximately 300. The Club's primary activities consist of sponsoring a scholarship fund to provide an annual scholarship for a needy student to attend Dickinson College from this area. In addition to this, the Club holds an annual business and social dinner.

As a matter of further information, the guest speaker at the dinner of May 14 was the Honorable S. Walter Stauffer (Republican), Congressman from the 19th District of Pennsylvania, who is an alumnus of Dickinson College.

In addition to Congressman Stauffer, five other members of the 83rd Congress are alumni of Dickinson College or the law school and their names are as follows:

(1) Herbert B. Warburton, Republican, Wilmington, Delaware, graduated from Dickinson School of Law 1941.

(2) T. Millet Hand, Republican, New Jersey, alumnus of Dickinson School of Law 1922.

(3) John P. Saylor, Republican, 22nd Pennsylvania District comprising Armstrong, Indiana, and Cambria counties, graduate of Dickinson Law School 1933.

(4) Edward J. Bonin, Republican, 11th Pennsylvania District comprising Luzerne county, graduate of Dickinson College 1933.

(5) Joseph L. Carrigg, Republican, 10th Pennsylvania District comprising Lackawanna, Pike, Sullivan, Susquehanna, Wayne, and Wyoming counties, alumnus of Dickinson Law School 1925.

In addition to being acquainted with Congressman Stauffer, I lived in the same fraternity house with Congressman Bonin during his senior year at college, and I am acquainted with Congressman Warburton and Saylor through mutual friends.

142
JUN 4 1953

I shall be glad to contact them at any time in connection
with official matters.

The foregoing is submitted for information purposes only.

✓

July 2, 1953

The Chesapeake & Potomac Telephone Company
of Virginia
6700 Lee Highway
Arlington, Virginia

Attention:

b6
b7C

Gentlemen:

Special Agent H. Lynn Edwards of this Bureau is applying for the transfer of his telephone from his present residence at 2515-A South Stafford Street, Arlington, Virginia, to his new residence at 2707 Longstreet Court, Broyhill Crest, Fairfax County, Falls Church DCD, Virginia.

Mr. Edwards, in addition to being a Special Agent, serves as Personnel Officer for the Federal Bureau of Investigation in view of which it is imperative that he be available at all times, thus making it essential that he have telephone service. This letter, therefore, should be considered as a certificate of necessity.

For your additional information and assistance, the following information is submitted:

1. Mr. Edwards' present phone is Temple 6-7864.

2. In the housing development to which he is moving, there is already installed a telephone in the model house, located at 2705 Gallows Road, the number being Jefferson 2-2661.

3. Mr. Edwards will assume occupancy of his new home between July 15 and August 1, 1953.

Should any additional information be required, Mr.

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Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Winterrowd _____
Tele. Rm. _____
Holloman _____
Gandy _____

CC - Mr. Newman (sent direct)

HLE:rfd

RECEIVED
FBI
JUL 3 1953
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776

Handwritten signatures and initials.

Edwards can be telephonically contacted from Monday through Friday between 9:00 a.m. and 5:30 p.m. at Executive 3-7100, Extension 616, or at other times at his residence, TEaple 6-7804.

Your cooperation in this matter is deeply appreciated.

Very truly yours,

John Edgar Hoover
Director

Tolson _____
Ladd _____
Nichols _____
Belmont _____
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Glavin _____
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Winterrowd _____
Tele. Rm. _____
Holloman _____
Gandy _____

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

7-1-53

I certify that I have ~~received~~ the following Government property for official use:
returned

Key to Room 4545

Key to Room 4543

167 READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

FILE

WRG

FILE

Very truly yours,

H. Lynn Edwards

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

June 26, 1953

I certify that I have received the following Government property for official use:

~~RECEIVED~~

1 leather briefcase with lock and key
(#X1346)

Rec'd from Mr. Clayton

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY. 29 1953

CO-NOT RECORDED-11

File
3 Aug
ll

W. G. Marshall
Very truly yours,

H. J. ...

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 8-11-53

FROM : N. P. Callahan

SUBJECT: H. LYNN EDWARDS
Personnel Officer
Administrative Division

RE: INSPECTOR'S AIDE

Tolson _____
 Ladd _____
 Nichols _____
 Belmont _____
 Glavin _____
 Harbo _____
 Rosen _____
 Tracy _____
 Gearty _____
 Mohr _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Sizoo _____
 Miss Gandy _____

This employee entered on duty 2-10-41 as a Special Agent and is presently in Grade GS-15, \$10,800 per annum. In April, 1946 he was trained to assist on inspections.

On 2-11-52 he was CENSURED and PLACED ON PROBATION as a result of the unwarranted delay which had occurred in connection with a classification matter involving the position of Supervisor of the Mail Room. On 4-3-52 he was REMOVED FROM PROBATION.

On 11-17-52 he was CENSURED for the unwarranted delay which occurred in processing and accepting the resignation of a former clerical employee, [redacted] On 11-25-52 he was CENSURED for not promptly transmitting correspondence concerning a personnel matter to an interested Bureau official. On 2-13-53 he was CENSURED inasmuch as an employee under his supervision exceeded the speed limit while operating a Bureau vehicle. On 4-14-53 he was CENSURED for the failure of the Personnel Section of the Administrative Division to prepare a service award letter and scroll for delivery to a Bureau employee on his anniversary. On 4-28-53 he was CENSURED in view of the inaccuracy of employees under his supervision in maintaining the records for use in preparing Service Award letters.

On his 1953 annual report Mr. Glavin rated him SATISFACTORY and said he was exceedingly loyal to the Director and the Bureau, and had subordinated his desires to the needs of the Bureau. He would be exceedingly capable as an Agent in Charge or as an Inspector of the Bureau; however, in his present position, as Personnel Officer, the Bureau received the full benefit of his experience and qualifications and it was felt he should continue in his present assignment.

RECOMMENDATION: It is recommended that approval be granted to utilize the services of Mr. Edwards as an Inspector's Aide.

67-17184-177

Searched _____
170

AUG 14 1953

cc: Mr. I. J. [redacted]
 FDH/wg
 AUG 14 1953

Mr. Tolson

10/1/53

H. E. Clegg

WHAT TO DO AT SOG
WHEN AN EMPLOYEE DIES

RESPONSIBILITY

There is no clear-cut instruction as to acts to be performed by specific persons in the event an Agent is killed. Generally, at least three Seat of Government Divisions will be involved with active responsibilities. The Administrative Division, which supervises personnel matters, will have a number of important responsibilities. There is in existence an instruction book kept by the Voucher Unit of the Administrative Division which lists various things that should be done such as the preparation of an Agents' Insurance Fund beneficiary check, the preparation of a radiogram advising the field of the Agent's death, the preparation of a memorandum for Seat of Government officials and certain other duties. However, the instruction book does not specify exactly who has the responsibility for performing these acts and the instruction book is not up to date inasmuch as it contains a requirement, for example, "Call Mr. J. S. Egan on SAMBA." Mr. Egan was retired several months ago. The instruction book did not contain a requirement or reminder that flowers should be sent. It now contains a reminder as to flowers which was entered after the Director raised this question. In the Murphy matter at Baltimore last Saturday, Mr. Glavin personally carried out a number of functions falling within the scope of activities within the Administrative Division and supervised the handling of certain others. It appears that responsibility should be fixed for each item which has to be handled in the event of the death of an Agent and everyone should be informed of his duties. In addition, an alternate should be named. Consequently, the list below is offered as a procedural system and check-off list to fix the general assignment of responsibilities:

DUTIES AT SOG

ITEM

Tolson _____ Notify Director and Messrs.
Ladd _____ Tolson, Nichols, Ladd, Mohr,
Nichols _____ Holloman, Glavin, H. L. Edwards,
Belmont _____ and Assistant Directors
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
 Sizoo _____
Miss Gandy _____

WHO HANDLED IN
THE MURPHY CASE
Mr. McGuire and
Night Supervisor
Hoaglund, Investi-
gative Division

RECOMMENDED FOR
FUTURE SUPERVISORY
RESPONSIBILITY

The first
Assistant Director
who receives the
information with
Personnel Officer
H.L. Edwards and
his alternate
to see
that this has been
done

b6
b7C

FDR:RNC/atp

ITEM

2. Instruct SAC by phone to render every possible assistance to widow, ascertain that she has ample cash on hand, assist with current obligations, help in transportation if such is needed, assist in funeral arrangements, and in all other things. Have SAC ascertain if widow prefers that he or Bureau notify close relatives of the Agent & widow. Keep Bureau currently advised, see that Director is kept fully informed by memorandum.

3. Prepare telegram of sympathy to widow if located some distance from Washington, or, if circumstances permit, a letter.

4. Prepare teletype notifying all SACs of death of Agent if killed in line of duty. Radio may be used for this purpose if the event occurs sufficiently early during a work day so that all stations can be contacted.

5. Prepare Bureau Bulletin advising of death of Agent from natural causes.

6. Arrange for delivery of Agent's insurance fund check by fastest possible means and by Agent courier if locally or nearby.

7. Arrange for loss fund check if death occurred because of official duty and handle exactly as preceding item.

WHO HANDLED IN
THE MURPHY CASE

Mr. Glavin and
Night Supervisor
Boaglund

Mr. H. L. Edwards
and Mr. Glavin

Mr. C. Q. Smith
and Mr. Glavin

Not natural causes
and teletype sent
instead.

Mr. Callahan

Mr. Callahan

PROPOSED FUTURE
RESPONSIBILITY
AND AFFILIATE

Mr. H. L. Edwards
[redacted]

Mr. H. L. Edwards
[redacted]

b6
b7C

Mr. H. L. Edwards
[redacted]

Mr. H. L. Edwards
[redacted]

Mr. H. L. Edwards
[redacted]

Mr. H. L. Edwards
[redacted]

ITEM

TO BE DONE IN
THE MURPHY CASE

PROPOSED FUTURE
RESPONSIBILITY
AND ALTERNATE

8. Prepare letter to SAC transmitting Employee Compensation forms and instruct SAC as to how they should be executed.

Mr. Hershey,
Administrative
Division and Mr.
C. C. Smith

Mr. H. L. Edwards
[redacted]

9. Remove from Bureau rolls.

Mr. H. L. Edwards

Mr. H. L. Edwards
[redacted]

10. Instruct SAC as to the handling of press matters.

Mr. McGuire

Mr. Nichols
Mr. McGuire

11. Notify Chief, Crime Records, to carry appropriate item in "The Investigator" and make appropriate mailing list adjustments.

Mr. McGuire

Mr. Nichols
Mr. McGuire

12. Arrange for change of personnel file.

Mr. McGuire

Mr. Nichols
Mr. McGuire

13. Instruct SAC by phone to provide full facts as to the incident, the background of the principals involved, including all Bureau personnel and all non-Bureau personnel.

Night Supervisor
Hoaglund

Assistant Director
supervising case
(with Edwards or
[redacted] to see
that this was done
or, if no case in-
volved, Edwards
with [redacted] as
alternate.

14. Immediately prepare memorandum as to what happened, how, when, why, where, and to whom, for responsibility, analyze planning.

Night Supervisor
Hoaglund

Assistant Director
supervising case
(with Edwards or
[redacted] to see
that this was
done) or, if no
case involved,
Edwards with
[redacted] as
alternate.

b6
b7c

ITEM

WHO HANDLED IN
THE MURPHY CASE

PROPOSED FUTURE
RESPONSIBILITY
AND ALTERNATE

15. By phone issue investigative instructions, including preservation of physical evidence and Bureau property; consider whether Laboratory man should go to the scene; ascertain whereabouts of field Inspectors and offer recommendation as to whether Inspector should proceed to scene.

Mr. Hoaglund and
Mr. Rosen

Assistant Director
supervising case
(with Edwards or
[redacted] to see
that this was done,
or, if no case in-
volved, Edwards
with [redacted] as
alternate.

16. Obtain recommendations from field as to letters of commendation, appreciation, ~~substantive~~ of [redacted] Administrative Division, will write [redacted], and arrange for immediate preparation of letters.

Mr. McGuire

Mr. Nichols
Mr. McGuire

17. Follow to obtain subsequent suggestions as to letters of appreciation to people who have helped, cared for the Agent, or assisted in the funeral.

Mr. McGuire

Mr. Nichols
Mr. McGuire

18. Notify Attorney General, Deputy Attorney General and Director of Public Information.

Mr. McGuire

Mr. Nichols
Mr. McGuire

19. Notify close Bureau friends (persons outside of FBI) who have had close relationship with the Agent.

Mr. McGuire

Mr. Nichols
Mr. McGuire

20. Send flowers if Agent killed in line of duty.

*Omitted

Mr. E. L. Edwards
[redacted]

* Flowers were omitted through oversight. The Administrative Division check list did not at the time make mention of sending flowers.

RECOMMENDATIONS:

1. That the above procedures, if approved, be used as a basis for a check-off list and instructional guide and Personnel Officer H. L. Edwards will prepare such check-off list including the above items and furnish such list to all members of the Executives Conference and to the individuals having supervisory responsibility as indicated.

2. That Mr. H. L. Edwards who is Personnel Officer and Special Agent Supervisor [redacted] be approved as having the supervisory responsibility as principal and alternate respectively for the performance of duties in the Administrative Division. This does involve to a considerable amount personnel matters and it is logical that the Personnel Officer and the alternate should be assigned these specific responsibilities.

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b7c

3. For having omitted the sending of flowers in the Murphy case, it is recommended that Mr. Glavin receive a letter of censure for failing to recognize this as a responsibility incident to a critical personnel situation resulting in the death of an Agent and such a responsibility would naturally be attached to the handling of personnel matters.

To: Mr. Glavin
FROM: H. L. Edwards
SUBJECT: FIREARMS DELINQUENCIES
ADMINISTRATIVE DIVISION

12-7-53

The following are the dates when those delinquent from this division in firearms will go to Quantico for their makeups, it being noted that dated from makeups according to SAC Sloan are December 7, 8, 9, and 10, 1953.

H.P. Callahan --
H.L. Edwards --
*A.P. Gunsser --

December 10, 1953
December 9, 1953
States unable to go on any
of the dates because of work on
the Director's testimony.

Special Agent C. Ray Davidson and L.E. Leishear are also listed as delinquent but SAC Sloan has been advised by me that both of these men are on limited duty because of physical limitations therefore are not qualified for firearms at this time and Mr. Sloan will be notified when this limitation is removed as these men will be able to makeup their firearms.

HLE:ep

cc: Mr. Callahan
Mr. Gunsser
Mr. C. R. Davidson
Mr. Leishear

ADDENDUM: (HLE:AO 1299-53)

- * Pursuant to my conversation with you on December 8, 1953, checked with SAC Sloan, who informed me that he would arrange to handle Mr. Gunsser on December 11th if he could make it.

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation					2. Pay period		3. Block No.		4. Slip No. <div style="text-align: right; font-weight: bold;">11572</div>	
5. Employee's name (and social security account number when appropriate)					6. Grade and salary <div style="text-align: right; font-weight: bold;">GS 15 \$10,800</div>					
PAY ROLL CHANGE DATA										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX.....	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks:					11. Appropriation(s)			12. Prepared by		
								13. Audited by		
<div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase..... </div>										
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.						
1-17-54	7-27-52	\$10,800	\$11,050 (Signature or other authentication)						
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.						
<input type="checkbox"/> No excess LWOP. Total excess LWOP				<div style="text-align: right;">Initials of Clerk</div>						

STANDARD FORM NO. 1126d—Revised
 Form prescribed by Comp. Gen., U. S.
 Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

3-122

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

J. B. Q. Smith

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Constance M. Edwards wife Relationship wife Date 12/10/53
Address Secondary bny. [redacted] daughter
same as insured

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME Same as above Relationship same as above Date 12/10/53
Address [redacted]

DEC 16 1953

Very truly yours,

W. Lynn Edwards
Special Agent

February 4, 1954

~~PERSONAL AND CONFIDENTIAL~~

Mr. H. L. Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

On January 23, 1954, you received a long distance telephone call from Special Agent in Charge William H. Williams of the Omaha Division. It is noted that this telephone conversation lasted for twenty-two minutes.

A review has been made of the memorandum which you prepared under date of February 1, 1954, outlining the material discussed during this telephone conversation. It is noted you were of the opinion that some of the items could have been handled by cheaper means of communication. It is also noted you told Mr. Williams that his telephone conversation was too lengthy.

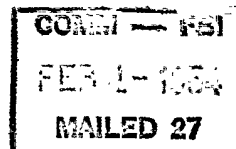
It does not appear that you handled this matter as aggressively as you should have in view of your position as a Bureau supervisory employee. Obviously if you felt that the conversation was becoming extended, you should have taken steps to terminate it immediately and instructed the Special Agent in Charge to submit further details by some other cheaper means of communication. It was only necessary that you obtain the bare essentials and you could have instructed that the remainder of the information be submitted to the Bureau by teletype or by airtel. From a review of the material discussed with Mr. Williams, it would appear that all of it could have been handled by an airtel.

As a matter of information, it was determined that the long distance telephone call in question if made station to station would cost \$10.25. An urgent teletype 100 words in length could have been utilized at a cost of \$1.35.

I want to impress upon you the urgent need to exercise economy in all of the Bureau's operations and most certainly in connection with our communication costs. Under no circumstances

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

CC - Mr. Glavin
JPM:DW



should you permit a Special Agent in Charge at any time to engage in a lengthy conversation when the material in question could be handled by some less expensive means.

It is hoped you will be more alert in situations of this kind in the future and it will not be necessary to call such a matter to your attention again.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

February 10, 1954

PERSONAL

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

I want to extend to you my sincere
congratulations on your Thirteenth Anniversary
with the Federal Bureau of Investigation. I
hope that we will have the benefit of your services
for many years to come and want you to know
that it has been a pleasure to have you in our
Bureau family.

With kindest personal regards, I am

Sincerely,

J. Edgar Hoover

JEH:EH:d

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gandy _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
 Sizoo _____
Miss Gandy _____

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SEARCHED	INDEXED
SERIALIZED	FILED
FEB 11 1954	
FBI - WASH. D. C.	

SENT FROM D. C.	
TIME	_____
DATE	_____
BY	_____

8 3 FEB 11 1954

OFFICE MEMORANDUM

UNITES STATES GOVERNMENT .

TO : Mr. Glavin

FROM : H. L. Edwards/

SUBJECT: [REDACTED]

Special Agent
Washington Field Office
EOD as Clerk 6/18/51
EOD as Special Agent 6/8/52
Veteran

b6
b7C

The Director has asked why there was a delay in preparing the material in the case of Special Agent [REDACTED] so that it could be available to him on January 11, 1954, in order to proceed to dismiss [REDACTED] with prejudice at the end of an advance notice period of twenty four hours.

At a few minutes after 12:00 Noon on January 11, you instructed me to arrange for an appointment with appropriate officials at the Civil Service Commission as early as possible that afternoon, pursuant to the Director's instructions which you had just received. Immediately upon returning from your office I phoned for the officials at the Commission which was approximately 12:20 P. M. In their absence at lunch I spoke with one of the official's secretaries and received an indication that 2:00 P. M. that afternoon so far as she knew the commitments of the two officials would be the earliest time. I asked her to confirm that by phone immediately upon the return of the officials and I received the confirmation at approximately 1:30 P. M. for the 2:00 P. M. appointment. You and I were at the Commission on this problem from 2:00 P. M. until 3:45 P. M. returning directly to the office at 4:00 P. M.

I immediately phoned Mr. Mohr to report our inability to have the Commission authorize a waiver of the necessity for advance notice to dismiss [REDACTED] and to also inform him that the letter of protest was consequently being prepared. He instructed that all of the material be prepared and sent through in one package together with his summary memorandum of the facts in this case which had been transcribed. This involved the preparation of six documents as follows:

- (1) A letter advising [REDACTED] of contemplated dismissal and giving him a statement of the specific and detailed charges upon which that was based together with twenty-four hours notice to reply as required under the Veterans Preference Act.
- (2) A receipt form to be signed by [REDACTED] and witnessed by the Agent who would deliver the letter so we would have a record of the exact date and time of [REDACTED] receipt of this letter of charges.

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b7C

HLE:ep:dbt

150

- (3) A letter of protest over the Director's signature to Chairman Young of the Civil Service Commission.
- (4) A memorandum to the Attorney General transmitting copies of the letter of protest for him and Deputy Attorney General Rogers.
- (5) A memorandum reporting the results of our discussion at the Civil Service Commission.
- (6) A memorandum furnishing the Director with citations as to the Commission's regulations requiring a minimum notice of twenty-four hours together with a copy of the regulations attached.

In an effort to have all of this material completed on January 11th, I alternated the dictation between two stenographers who worked exclusively on it. The original copies of the various letters and memoranda in this case were reviewed and cleared by you at 6:15 P.M., January 11th, and immediately thereafter I carried them to Mr. Mohr for his review prior to assembling. He suggested two minor changes in the letter to [redacted] as you had likewise done, plus two additions to one of the memorandums. Since it was impossible to have these made and the entire matter assembled to reach Mr. Tolson and the Director by 7:00 P.M., it was agreed that all changes would be made and the completely assembled material would be ready for Mr. Mohr's final review and approval prior to 9:00 A.M. on January 12th, so that it could be available to the Director no later than 9:00 A.M. Consequently, I had the stenographers remain working and all changes were made, including the retyping of one or two pages where I felt a retype would present a better appearance in view of one or two minor erasures. The entire job was completed, assembled, reviewed and initialled by me at 8:30 P.M., January 11th, and immediately transmitted to your office with instructions that it be available to you as soon as you arrived at the office the following morning. You will recall that you made your final review and initialling of the material at approximately 8:00 A.M. this morning and at 8:10 A.M. this morning I carried the material down to Mr. Mohr's office and gave it to [redacted] with the request that it be brought to Mr. Mohr's attention immediately upon his arrival at his desk.

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b7c

There is no excuse which I wish to advance for failing to meet this deadline, and I have no satisfactory explanation for it other than the fact that the preparation of all of the documents necessary in this case, so that they could be sent through in one package, took more time than anticipated. I am extremely sorry that the deadline was not met because I realize quite fully the absolute necessity for and the desirability of meeting deadlines at all times. I shall, of course, do my best to meet future deadlines.

Tolson's notation "This took entirely too long. The action concerning the employee should have been handled first."

Director's notation "Most certainly." H.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: February 1,
1954FROM : H. L. EDWARDS *HL*SUBJECT: LONG DISTANCE TELEPHONE CALL FROM
SAC OMAHA 1-29-54

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	<input checked="" type="checkbox"/>
Harbo	_____
Rosen	_____
Tracy	_____
Gearty	_____
Mohr	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Sizoo	_____
Miss Gandy	_____

W. H. Williams

On the list of long distance telephone calls for January 29, 1954, Mr. Tolson has asked for an explanation of one from SAC Williams of Omaha to me consuming 22 minutes from 3:19 to 3:42 p.m.

I realized this call was unusually lengthy and I so advised SAC Williams in the course of it. However, he had three problems to take up with the Personnel Section, all of which justified expedite means of communication although two of them in my opinion could have been handled by teletype. The three matters were as follows:

(1) Re SA [] who was scheduled to report for In-Service training commencing February 1, 1954. The background of this matter is contained in a memorandum in the agent's file indicating that he has not been to In-Service training since July 31, 1950, because of a physical condition, and SAC Williams desired that he attend In-Service in order to receive a complete physical at the Navy Hospital, Bethesda. On Friday afternoon SAC Williams was advised by Agent [] that his health would not permit him to attend In-Service training after which SAC Williams contacted [] personal physician, who told Williams that he was unable to find anything organically wrong with [] but suggested he consult a psychiatrist. The agent was unwilling to do this and yet he did not want to be placed on limited duty. SAC Williams felt the matter sufficiently urgent to telephonically contact the Bureau and obtain specific instructions as to how to handle this case. I gave the SAC complete instructions and this is being made the subject of a separate memorandum. I was unable to obtain Agent [] file until midmorning because it was in the Director's Office in anticipation of an interview for [] when he reported for In-Service training.

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b7c

(2) The Bureau had tendered a clerical appointment for the Seat of Government to an applicant, [] in the Omaha territory but the applicant had moved to Wisconsin subsequent to our mailing out the appointment and SAC Williams stated that on the day of his phone call that he had received a letter from the applicant inquiring as to the status of her application and indicating she was still interested. Since the Omaha Office was already in receipt of a copy of the appointment letter the SAC concluded that the applicant

HLE:lam

130 (86)
30 FEB 19 1954

67-17104-180
25 FEB 12 1954

had^{not} received the original appointment letter and in view of the urgent need for applicants he felt warranted in calling the Bureau to find out if her status was still acceptable so that she could be contacted for appointment at the next clerical class. I advised him that we would handle the matter from here and after concluding the call I ascertained that the applicant had similarly communicated with the Bureau and I had already given her a new EOD date.

(3) SAC Williams advised he had a secretarial vacancy in his office but felt that he might have difficulty in passing over the logical candidate for the vacancy who now occupies an assistant secretarial position but whom he felt was not sufficiently forceful. He wanted to recommend a girl much newer in the service. I explained to him the fact that the Bureau's promotional policy instructed that the most outstanding and best qualified employee should be recommended with seniority being utilized only to insure that no one of greater length of service was unfairly overlooked. I told him to submit his recommendation with justification to the Bureau and we would consider it upon its merits. This problem, I feel, could easily have been handled by teletype or letter.

I wish to state that the entire conversation with SAC Williams was solely on the three afore-mentioned problems with the bulk of it being consumed on the first problem. Further, as indicated above, I told SAC Williams that his phone call was too lengthy.

write SAC and
Edwards re
this

Letter to
Mr. Edwards
+ Williams
2/15/54
J.H.W.

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME EDWARDS, HOWARD LYNN			2. GRADE AND COMPONENT OR POSITION SPECIAL AGENT		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. PURPOSE OF EXAMINATION ANNUAL		6. DATE OF EXAMINATION 2-15-54	
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT	
12. DATE OF BIRTH 5-14-15		13. PLACE OF BIRTH Pennsylvania		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS NNMC- Bethesda				16. OTHER INFORMATION		

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
CLINICAL EVALUATION	NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)	

NORMAL	ABNORMAL	(Check each item in appropriate column: enter "N. E." if not evaluated)
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
X		23. DRUMS (Perforation)
X		24. EYES—GENERAL (Visual acuity and refraction under items 69, 60, and 61)
X		25. OPHTHALMOSCOPIC
X		26. PUPILS (Equality and reaction)
X		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
X		28. LUNGS AND CHEST (Include breasts)
X		29. HEART (Thrust, size, rhythm, sounds)
X		30. VASCULAR SYSTEM (Varicosities, etc.)
X		31. ABDOMEN AND VISCERA (Include hernia)
X		32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (Strength, range of motion)
X		36. FEET
X		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
X		38. SPINE, OTHER MUSCULOSKELETAL
X		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
	X	40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (Equilibrium tests under item 72)
NR		42. PSYCHIATRIC (Specify any personality deviation)
Females only (Check how done)		
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

40- Appendectomy (NCD)

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES																	
Q.—Restorable teeth X.—Missing teeth XXX.—Replaced by dentures (6 X 8).—Fixed bridge, brackets to include abutments																Type 3 Class 2																	
RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
			X	X									X				X																

45. URINALYSIS: SP. GR. 1.020			46. CHEST X-RAY (Place, date, film number, result)			47. SEROLOGY (Specify test used and result)		
ALBUMIN	SUGAR	MICROSCOPIC	Negative 377968			Kahn, Neg.		
48. EKG	49. BLOOD TYPE AND RH FACTOR		50. OTHER TESTS					
ECG-normal						MAR 2 1954		

MAR 2 1957

MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT 70 $\frac{1}{2}$ "		52. WEIGHT 172 $\frac{1}{2}$		53. COLOR HAIR Brown		54. COLOR EYES Hazel		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP. Normal	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING		SYS. 130		RECUM. BENT		SYS.		STANDING (8 min.)		SYS.	
DIAS. 68				DIAS.				DIAS.			
						84		88		88	
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION			
RIGHT 20/ 30		CORR. TO 20/ 20		BY Lens S.		CX		CORR. TO		BY	
LEFT 20/ 20		CORR. TO 20/ 20		BY Lens S.		CX		CORR. TO		BY	
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION				64. COLOR VISION (Test used and result)				65. DEPTH PERCEPTION (Test used and score)			
RIGHT		LEFT		AOC 1940 Normal				UNCORRECTED			
								CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION	
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
		250 250		500 512		1000 1024		2000 2048		3000 2896	
RIGHT WV 15 /15 SV 15 /15		RIGHT									
LEFT WV 15 /15 SV 15 /15		LEFT									

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

OTALOGY CONSULTATION: 2/15/54

Reason for Request: Family history of deafness--suggestive signs of loss of hearing recently. Would you evaluate?

Provisional Diagnosis: ? Hearing loss.

Doctor's Signature: s/ Olmsted.

Consultation Report: Exam shows normal drums.

Audiogram shows slight loss in low tones in rt. ear.

Left ear lower limits of- normal.

Suggest recheck in three months for any progression.

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS--FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE					
						P U L H E S					
77. EXAMINEE (Check)						78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER					
<input checked="" type="checkbox"/> IS QUALIFIED FOR STRENUOUS PHYSICAL EXERTION AND USE OF FIREARMS <input type="checkbox"/> IS NOT						PHYSICAL CATEGORY					
						A B C E					
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE					
						s/ [REDACTED]					
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE					
[REDACTED] CDR. DC USN						s/ [REDACTED]					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE					
						NUMBER OF ATTACHED SHEETS					

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME EDWARD HAWARD LYNN				2. GRADE AND COMPONENT OR POSITION		3. IDENTIFICATION NO.			
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)				5. PURPOSE OF EXAMINATION		6. DATE OF EXAMINATION FEB 15 1954			
7. SEX M		8. RACE W		9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN		10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT	
12. DATE OF BIRTH 14 May 1915		13. PLACE OF BIRTH Penna.		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN					
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS					16. OTHER INFORMATION				

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

Good

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	66	Good				<input checked="" type="checkbox"/>	HAD TUBERCULOSIS	
MOTHER	41	Deceased	Accidental	41		<input checked="" type="checkbox"/>	HAD SYPHILIS	
SPOUSE						<input checked="" type="checkbox"/>	HAD DIABETES	
BROTHERS AND SISTERS					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HAD CANCER	Maternal Grandfather
						<input checked="" type="checkbox"/>	HAD KIDNEY TROUBLE	
						<input checked="" type="checkbox"/>	HAD HEART TROUBLE	
						<input checked="" type="checkbox"/>	HAD STOMACH TROUBLE	b6
						<input checked="" type="checkbox"/>	HAD RHEUMATISM (Arthritis)	b7C
CHILDREN						<input checked="" type="checkbox"/>	HAD ASTHMA, HAY FEVER, HIVES	
						<input checked="" type="checkbox"/>	HAD EPILEPSY (Fits)	
						<input checked="" type="checkbox"/>	COMMITTED SUICIDE	
						<input checked="" type="checkbox"/>	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
<input checked="" type="checkbox"/>		SCARLET FEVER, ERYSIPELAS	<input checked="" type="checkbox"/>		GOITER	<input checked="" type="checkbox"/>		TUMOR, GROWTH, CYST, CANCER	<input checked="" type="checkbox"/>		"TRICK" OR LOCKED KNEE
<input checked="" type="checkbox"/>		DIPHTHERIA	<input checked="" type="checkbox"/>		TUBERCULOSIS	<input checked="" type="checkbox"/>		RUPTURE	<input checked="" type="checkbox"/>		FOOT TROUBLE
<input checked="" type="checkbox"/>		RHEUMATIC FEVER	<input checked="" type="checkbox"/>		SOAKING SWEATS (Night sweats)	<input checked="" type="checkbox"/>		APPENDICITIS	<input checked="" type="checkbox"/>		NEURITIS
<input checked="" type="checkbox"/>		SWOLLEN OR PAINFUL JOINTS	<input checked="" type="checkbox"/>		ASTHMA	<input checked="" type="checkbox"/>		PILES OR RECTAL DISEASE	<input checked="" type="checkbox"/>		PARALYSIS (Inc. infantile)
<input checked="" type="checkbox"/>		MUMPS	<input checked="" type="checkbox"/>		SHORTNESS OF BREATH	<input checked="" type="checkbox"/>		FREQUENT OR PAINFUL URINATION	<input checked="" type="checkbox"/>		EPILEPSY OR FITS
<input checked="" type="checkbox"/>		WHOOPING COUGH	<input checked="" type="checkbox"/>		PAIN OR PRESSURE IN CHEST	<input checked="" type="checkbox"/>		KIDNEY STONE OR BLOOD IN URINE	<input checked="" type="checkbox"/>		CAR, TRAIN, SEA, OR AIR SICKNESS
<input checked="" type="checkbox"/>		FREQUENT OR SEVERE HEADACHE	<input checked="" type="checkbox"/>		CHRONIC COUGH	<input checked="" type="checkbox"/>		SUGAR OR ALBUMIN IN URINE	<input checked="" type="checkbox"/>		FREQUENT TROUBLE SLEEPING
<input checked="" type="checkbox"/>		DIZZINESS OR FAINTING SPELLS	<input checked="" type="checkbox"/>		PALPITATION OR POUNDING HEART	<input checked="" type="checkbox"/>		EOILS	<input checked="" type="checkbox"/>		FREQUENT OR TERRIFYING NIGHTMARES
<input checked="" type="checkbox"/>		EYE TROUBLE	<input checked="" type="checkbox"/>		HIGH OR LOW BLOOD PRESSURE	<input checked="" type="checkbox"/>		VENEREAL DISEASE	<input checked="" type="checkbox"/>		DEPRESSION OR EXCESSIVE WORRY
<input checked="" type="checkbox"/>		EAR, NOSE OR THROAT TROUBLE	<input checked="" type="checkbox"/>		CRAMPS IN YOUR LEGS	<input checked="" type="checkbox"/>		RECENT GAIN OR LOSS OF WEIGHT	<input checked="" type="checkbox"/>		LOSS OF MEMORY OR AMNESIA
<input checked="" type="checkbox"/>		RUNNING EARS	<input checked="" type="checkbox"/>		FREQUENT INDIGESTION	<input checked="" type="checkbox"/>		ARTHRITIS OR RHEUMATISM	<input checked="" type="checkbox"/>		BED WETTING
<input checked="" type="checkbox"/>		CHRONIC OR FREQUENT COLDS	<input checked="" type="checkbox"/>		STOMACH, LIVER OR INTESTINAL TROUBLE	<input checked="" type="checkbox"/>		BONE, JOINT, OR OTHER DEFORMITY	<input checked="" type="checkbox"/>		NERVOUS TROUBLE OF ANY SORT
<input checked="" type="checkbox"/>		SEVERE TOOTH OR GUM TROUBLE	<input checked="" type="checkbox"/>		GALL BLADDER TROUBLE OR GALL STONES	<input checked="" type="checkbox"/>		LAMENESS	<input checked="" type="checkbox"/>		ANY DRUG OR NARCOTIC HABIT
<input checked="" type="checkbox"/>		SINUSITIS	<input checked="" type="checkbox"/>		JAUNDICE	<input checked="" type="checkbox"/>		LOSS OF ARM, LEG, FINGER, OR TOE	<input checked="" type="checkbox"/>		EXCESSIVE DRINKING HABIT
<input checked="" type="checkbox"/>		HAY FEVER	<input checked="" type="checkbox"/>		ANY REACTION TO SERUM, DRUG OR MEDICINE	<input checked="" type="checkbox"/>		PAINFUL OR "TRICK" SHOULDER OR ELBOW	<input checked="" type="checkbox"/>		HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

<input checked="" type="checkbox"/>	WORN GLASSES	<input checked="" type="checkbox"/>	ATTEMPTED SUICIDE
<input checked="" type="checkbox"/>	WORN AN ARTIFICIAL EYE	<input checked="" type="checkbox"/>	BEEN A SLEEP WALKER
<input checked="" type="checkbox"/>	WORN HEARING AIDS	<input checked="" type="checkbox"/>	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
<input checked="" type="checkbox"/>	STUTTERED OR STAMMERED	<input checked="" type="checkbox"/>	COUGHED UP BLOOD
<input checked="" type="checkbox"/>	WORN A BRACE OR BACK SUPPORT	<input checked="" type="checkbox"/>	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER—

<input checked="" type="checkbox"/>	BEEN PREGNANT		AGE AT ONSET OF MENSTRUATION
<input checked="" type="checkbox"/>	HAD A VAGINAL DISCHARGE		INTERVAL BETWEEN PERIODS
<input checked="" type="checkbox"/>	BEEN TREATED FOR A FEMALE DISORDER		DURATION OF PERIODS
<input checked="" type="checkbox"/>	HAD PAINFUL MENSTRUATION		DATE OF LAST PERIOD
<input checked="" type="checkbox"/>	HAD IRREGULAR MENSTRUATION		QUANTITY: <input type="checkbox"/> NORMAL <input type="checkbox"/> EXCESSIVE <input type="checkbox"/> SCANTY

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?

24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS

25. WHAT IS YOUR USUAL OCCUPATION?

26. ARE YOU (Check one)

☐ RIGHT HANDED ☐ LEFT HANDED

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	<input checked="" type="checkbox"/>	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	<input checked="" type="checkbox"/>	B. INABILITY TO PERFORM CERTAIN MOTIONS
	<input checked="" type="checkbox"/>	C. INABILITY TO ASSUME CERTAIN POSITIONS
	<input checked="" type="checkbox"/>	D. OTHER MEDICAL REASONS (If yes, give reasons)
	<input checked="" type="checkbox"/>	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	<input checked="" type="checkbox"/>	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	<input checked="" type="checkbox"/>	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
<input checked="" type="checkbox"/>		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	<input checked="" type="checkbox"/>	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
<input checked="" type="checkbox"/>		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
	<input checked="" type="checkbox"/>	35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	<input checked="" type="checkbox"/>	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	<input checked="" type="checkbox"/>	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	<input checked="" type="checkbox"/>	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge; whether honorable, other than honorable, for unfitness or unsuitability)
	<input checked="" type="checkbox"/>	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

Appendectomy, age 10

Duodenal Ulcer 1947 - normal recovery after 6 week diet

Low basal metabolism - 1 gr thyroid daily for 2 years intermittently

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

Thymon Edwards

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

Low BMR - on thyroid 1 gr/day on advice of physician (HCD)

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

DATE

S

NUMBER OF ATTACHED SHEETS

b6

b7C

ATTACHMENT TO STANDARD FORM 88
(Revised July 21, 1952).

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee 15 qualified for strenuous physical
(is or is not)
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

n/o
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

[Signature]
(Signature of Medical Examiner)

12/19/54
(Date)

b6
b7C

March 4, 1954

PERSONAL AND CONFIDENTIAL

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

The Bureau has recently ascertained that because of certain inexcusable negligence on the part of employees of the service award unit, a communication addressed to Special Agent [redacted] was not received by him on his tenth anniversary of Bureau service. The failure to handle this matter in accordance with Bureau requirements was due to an erroneous notation attached to the correspondence by one employee, and an inexcusable delay on the part of the clerical supervisor having immediate charge of the service award letters to make the necessary inquiry in order to discover the error.

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These delinquencies clearly reflect that this unit has not been operating in an adequate manner so that the best interests of the Bureau will be served, and it will be your responsibility as Personnel Officer to insure that proper measures are adopted to prevent any recurrence.

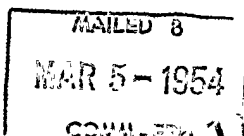
Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

CC: Mr. Glavin (PERSONAL ATTENTION)

JTC:mmm
[Handwritten initials]



Mr. Tolson _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Belmont _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
Mr. Morrow _____
Tele. Room _____
Mr. Holloman _____
Miss Gandy _____

174-1-182
RECEIVED READING ROOM
MAR 4 3 27 PM '54
FBI
[Handwritten: 100-111834]

MR. GLAVIN

February 19, 1954

N. P. Callahan

FIREARMS TRAINING
ADMINISTRATIVE DIVISION

The first training schedule for the Indoor Range is set forth below. Each supervisor should carry his issued revolver with him to the range for functional tests and inspection. The Administrative Division is scheduled to attend on Wednesday, February 24, 1954, as follows:

9:00 - 9:15 AM

J. B. Adams
G. G. Benjamin
[redacted]
N. P. Callahan

9:45 - 10:00 AM

F. D. Hereford
W. B. Hershey
A. F. Hodgins
R. G. Hunsinger

4:45 - 5:00 PM

R. C. Renneberger
C. Q. Smith
C. L. Rogers
W. S. Tavel

9:15 - 9:45 AM

J. I. Cavanaugh
W. E. Clark
[redacted]
C. R. Davidson

10:00 - 10:15 AM

[redacted]
W. S. Hyde
E. J. Ingram
J. S. Johnson

5:00 - 5:15 PM

P. G. Travers

9:30 - 9:45 AM

L. L. Davidson
H. L. Edwards
L. J. Gauthier
A. P. Gunsser

4:30 - 4:45 PM

W. E. Leishear
N. E. McDaniel
D. C. Morrell
T. J. Nally

cc - Training and Inspection Division (sent direct)

PGT:jmr

176
89 MAR 12 1954

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b7C

ORIGINAL FILED IN 67-208854-124

Mr. Glavin

March 2, 1954

H. L. Edwards

[redacted]
Special Agent, Grade GS 12
Cincinnati Division

H. L. Edwards

b6
b7C

SERVICE AWARD MATTER

67-300266-143
ORIGINAL FILED IN

The purpose of this memorandum is to advise you of an error committed in connection with the sending of a ten year service award letter and key to SA [redacted] Cincinnati Division. SA [redacted] tenth anniversary is 2-14-54 inasmuch as he originally entered on duty 5-4-42, went on military leave without pay 7-12-44, and returned to duty 4-22-46. His adjusted EOD date is 2-14-44. The service award card maintained for [redacted] in the service award chronological file contained the correct anniversary date and was correctly filed. In accordance with existing rules a ten year letter had been prepared prior to the actual anniversary and his key had been received 1-25-54. The facts are that sometime in January, 1954, a 3 x 5 note was clipped to his letter by [redacted] reflecting that he had resigned to be effective at the close of business 1-29-54. [redacted] does not know on what date she received this information and the 3 x 5 note did not reflect such date. [redacted] is one of the clerical employees handling service award matters. As a result of this note the letter was never sent through for signature and was not sent to SA [redacted] since the note indicated he had resigned. The note is in [redacted] handwriting and she recalls placing it on the letter but cannot recall the source of the information concerning the alleged resignation.

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The service award operating manual clearly reflects that action to cancel or withhold letter must be based upon information secured from the fanfold prepared in the Personnel Actions Unit. No fanfold or worksheet located relating to supposed resignation by SA [redacted] and [redacted] is not known to have submitted one.

[redacted] clerical supervisor immediately in charge of service award matters, stated she clearly understood above rule but assumed [redacted] had based action on proper authority. [redacted] discovered error on 3-1-54 on separate check after second worksheet did not go through reflecting actual cessation of duty by [redacted] admits

b6
b7C

cessive period elapsed prior to check made by her on above date. [redacted] employees previously have proven to be highly reliable employees on good work records. Both employees have again been advised of the absolute necessity to base any such action as the one taken here on information coming from official source and also of the necessity of checking such action within reasonable time to see if a resignation became effective.

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

MAR 15 1954

Attachments (6)

TSW:inf

Memo to Mr. Glavin

Over-all supervision of service award matters is under SA William S. Hyde and Mrs. Jane Wackerman. Both individuals have checked the operating procedures and feel that existing system is sound if rules as laid out are closely followed. In instant case the service award card itself was correct and was filed in correct chronological position.

It should be noted that weekly work box checks were conducted of the Service Award Unit; however, these checks were conducted to check pending work involving the preparation of letters and were not designed to check work which had been completed. In the instant case the letter was prepared and for a time was simply awaiting the proper time to be sent through for signature. In addition, the latest self-inspection of this Unit was set out in memorandum dated 1-14-54 but at this time the notation had not been placed on the letter in question to the effect that [redacted] apparently had submitted his resignation. Accordingly, it was not possible to discover this error in either of these checks.

In view of the above error it is felt that [redacted] should receive a severe letter of censure and be placed on probation since the primary error which occasioned this miss was due to her incorrect action and failure to follow existing instructions. It is also felt that [redacted] should be censured for her failure to follow and check this incorrect action by [redacted] within a reasonable period. SA Hyde and Mrs. Wackerman should likewise be censured inasmuch as they have primary clerical and Agent supervisory responsibility over the Service Award Unit in which this error was committed.

b6
b7C

PERMANENT BRIEFS OF THE PERSONNEL FILES OF [redacted]
[redacted] SA WILLIAM S. HYDE AND MRS. JANE WACKERMAN
ARE ATTACHED.

RECOMMENDATIONS

(1) That a severe letter of censure be directed to [redacted]
[redacted] and that she be placed on probation due to her incorrect action in attaching the slip to the ten year service award letter of

Memo to Mr. Glavin

SA [redacted] to the effect that he had submitted his resignation to be effective at the close of business 1-29-54.

b6
b7C

(2) That a letter of censure be directed to [redacted] for her failure to check this action taken by [redacted] within a reasonable period of time inasmuch as [redacted] is the clerical supervisor in charge of service award matters.

(3) That a letter of censure be directed to Mrs. Jane Wackerman in view of the fact that she has over-all clerical supervision of the Service Award Unit in which this error was committed.

(4) That a letter of censure be directed to SA William S. Hyde inasmuch as he has over-all Agent supervision of the Service Award

Memo to Mr. Glavin

Unit in which this error was committed.

(5) That the attached letters to SA [redacted] be sent to him together with the 10 year service award key. One letter advises him concerning the fact that this award is delayed due to a clerical error. The second letter is the 10 year service award letter. This letter should be returned to the Service Award Unit following signature and it will be sent to him together with his 10 year service award key.

b6
b7C

March 23, 1954

~~Personal and Confidential~~

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

I want you to know I am aware of the valuable services you rendered to the Bureau in connection with a survey of the position of Special Agent recently made by the Civil Service Commission.

It is most gratifying to note that your close cooperation with the official responsible for this survey and your broad understanding of the many issues involved were instrumental in its successful completion. Your suggestion that charts and diagrams be used in connection with this matter is indicative of your interest in the Bureau's work and reflects exceptional ingenuity and resourcefulness on your part. It is a pleasure to commend you in this manner for a job well done.

Sincerely yours,

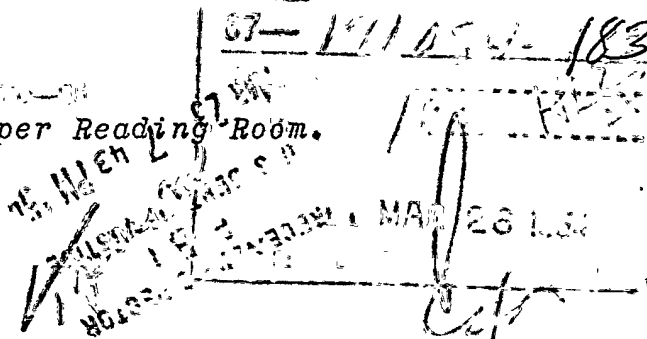
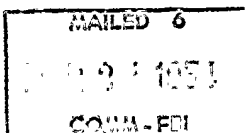
J. Edgar Hoover

cc: Mr. Glavin (Personal Attention)

EJI:mao

No special salutation per Reading Room.

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____



Mr. Tolsen

R. T. Harbo

DELINQUENCIES IN SUPERVISION OF
PERSONNEL GUIDANCE PROGRAM

H. L. Edwards

SA Arthur F. Hodgins, Administrative Division supervises
Personnel Guidance Program under Section Chief H. L. Edwards and
Assistant Director W. R. Glavin.

Daily reports recounting the minute by minute activities
of Personnel Assistant (Agents) and Counselors (clerks) submitted
by various field offices were apparently not challenged by the
SACs thereof and were not challenged by Mr. Hodgins. During survey
of Personnel Guidance Program it was found that because of the
present manner of submitting daily reports and lack of uniformity
(concerning which recommendations have been separately made) it
took about one day or slightly longer to analyze reports from one
field office for a period of month. Consequently, although
it was clearly the responsibility of Mr. Hodgins to analyze daily
reports, the amount of time involved made it necessary for Section
Chief H. L. Edwards and Assistant Director W. R. Glavin to rely
on the quality of supervision provided by Hodgins when the daily
reports came through attached to signature mail for the Director's
signature addressed to SACs evaluating the daily reports. The daily
reports mentioned were for a period of one month only. It is ques-
tionable as to whether they are truly representative of long-term

Specific delinquencies were:

activities. Another
memorandum recommends
daily reports for a three-
month period.

CHICAGO - OCTOBER, 1953

In the daily reports for the Personnel Assistant (Agent)
and Personnel Counselor (clerk) for Chicago for October, 1953, the
figures show that the Personnel Assistant spent 6.9% of his time
engaged in press contacts and press release matters. The details
as to exactly what this means are not available. Performance ratings
3/31/52 and 3/31/53 state that Christiansen (Personnel Assistant):
"assists in the preparation of press releases, articles for
publications and any matter requiring a knowledge of journalism."
The Bureau in instructions to field offices has emphasized that press
contacts are a function of each SAC. The Administrative Division
did not call for clarification or details as to the log entries
regarding the 6.9% time spent in October.

EDM:js

Certainly not personnel work!
SAC should be so advised at once.
Most certainly.

TOLSON
H.

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The Personnel Assistant spent 3.3% of his time and the Personnel Counselor spent 12.5% of her time collecting hospitalization payments from employees, preparing hospital claims for employees seeking payment and receiving dues payments. The Administrative Division believes such duties to be a proper employee relations service when not carried to excess. It appears that the 12.5% of counselor time spent is excessive. Administrative Division did not challenge this figure.

I share this view. H

The Personnel Assistant spent 4.4% of his time on recreation matters, whereas the Counselor spent 12.3% of her time. In the Inspector's opinion, the Counselor spent too much time on the recreation; however, details were not available; but at any rate, the Administrative Division did not challenge this presentation.

The Personnel Counselor spent 31.1% of her time taking dictation and typing. The Bureau did not challenge this with regard to Chicago, although letters to other offices have pointed out that the Counselor should not engage in excessive stenographic or typing work. There should be consistency in evaluation of daily reports. It is the Inspector's belief that if a Counselor is not needed full time on personnel work, she should definitely be given other duties; however, these duties should be commensurate with her grade and salary. Personnel Counselor Olga Ciesa, Chicago, is in Grade GS-7, \$4205.

The outgoing letter analyzing the daily logs was prepared by Mr. Arthur F. Hodgins, Administrative Division, and was dated 11/20/53.

NEWARK - OCTOBER, 1953

According to the daily reports, the Personnel Assistant at Newark spent 24.01% of his time, and the Personnel Counselor spent 10.25% of her time during October on recreational activities and other office recreational functions. (Certain other field offices reported recreation in the neighborhood of 4% to 5%.)

The Bureau letter to Newark analyzing daily reports dated 11/19/53 dictated by Arthur F. Hodgins did not challenge this expenditure of time; however, the letter did state, "An analysis of the activities of the Personnel Assistant indicates good progress has been made in effectively discharging the duties of the Personnel Assistant." The Administrative Division should have challenged this presentation.

Most certainly.

H.

SAN FRANCISCO - OCTOBER, 1953

Daily reports of Personnel Counselor [redacted] San Francisco, for October, 1953, show that 48.4% of her time was devoted to miscellaneous functions, including such things as "incoming mail, insurance inquiry, papers prepared for Agents on transfer, FBIRA, conference with Chief Clerk, recreation room check, first Friday activity, " with no individual breakdown as to how the time was spent; thus, the log was not of as much value as it should have been. Agent Hodgens, Administrative Division, should have questioned this.

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PHILADELPHIA - DECEMBER, 1953

The December logs for the Personnel Assistant show that he spent slightly in excess of 43% of his time relating to purchases for employees and Christmas presents (details not provided on the log) and approximately the same amount of time was spent during the month by the Personnel Counselor, according to her log. Inspector B. C. Brown went to Philadelphia and determined that this time related to a program of the office to prepare one consolidated list of char people, elevator operators, office friends and contacts who should be given Christmas presents paid for by a popular subscription from office employees, and obtaining and presenting such gifts, and this time also included the payments to official Bureau informants. The Administrative Division did not challenge this presentation; and since it was not clear and represented the possibility of improperly used time, the log should have been challenged. Mr. Hodgens, Administrative Division, reviewed these logs.

This is shocking maladministration in the administrative Div.
H.

LOS ANGELES - OCTOBER, 1953

Personnel Assistant W. H. Buys, relief supervisor and an approved former supervisor, spent 20% of his time during October working on the SAC's desk, and this expenditure appears proper; however, in addition he lists 25.6% of his time as general paper work. It is believed the Bureau should have called for an explanation as to the amount of time devoted to paper work. Administrative Division Supervisor Authur F. Hodgens in a memorandum dated 12/9/53 stated that while SAC Malone of Los Angeles was in Washington, D. C., the Personnel Guidance Program was discussed with him. Among the phases covered was the lack of availability of the Personnel Assistant for guidance work in view of the fact he was regularly handling the SAC's desk desk during lunch hour and relieving

on the ASAC desk for as much as an entire day. Hodgins states that SAC Malone agreed that it would be desirable to divest the Personnel Assistant from such duties as relieving on the desk of the SAC during lunch period or relieving on the desk of the ASAC at other periods - so that he would be completely available for personnel work. Hodgins further pointed out to SAC Malone "it has been found in the past that some employees will not "burden" an SAC with a particular problem, feeling that he is too busy or that it is not important enough to warrant his attention." Mr. Hodgins also stated that "if Buys regularly substitutes for the SAC or ASAC, it could be expected he would be regarded as on the same level of the SAC or ASAC, rather than the Personnel Assistant." It is agreeable with the Administrative Division for a Personnel Assistant to perform certain duties which might more properly be performed by supervisory employees and encourage the Personnel Assistant to attend supervisory conferences and yet prevent him from relieving in a supervisory capacity on the SAC or ASAC desk. It appears that the exact status of a Personnel Assistant should be defined as to whether he is a supervisor, a quasi-supervisor or should have nothing whatever to do with supervisory work. If he is to be considered a supervisor, he should be counted on the supervisory enrollment of the office--not presently done by the Administrative Division. Separate recommendation made in another memorandum regarding supervisory status of Personnel Assistants.

NEW YORK - OCTOBER, 1953

The Personnel Assistant at New York, according to the daily log on October 13, took 1 hour, 10 minutes for lunch. The field lunch period is one hour. No explanation was shown for the excess, and the Administrative Division did not challenge the matter. Although there are now two Personnel Assistants in New York and one Personnel Counselor, the October logs consist of two documents, one for the only Personnel Assistant at that time, the other for the Personnel Counselor.

The Personnel Counselor lists conferences with the Personnel Assistant during October as follows:

10/1 - 1:35 - 2:45 PM (75 minutes)
10/8 - 1:45 - 2:30 PM (45 minutes)
10/15 - 2:00 - 2:30 PM (30 minutes)

The log of the Personnel Assistant does not list any of the above conferences, and shows he was handling other matters during the time attributed to the conferences. It is not possible from Bureau records to resolve the differences, but at least the Administrative Division should have requested an explanation, and it does not appear that any explanation was requested.

Apparently the Administrative Div.
did nothing along the lines of supervision. H.

Mr. Boardman advised that in the New York Office Personnel Assistant Thomas F. Ring spends most of his time handling situations involving misconduct on part of employees, obtaining explanations on matters requested by the Bureau, and handling special liaison matters at Bureau's request. Therefore, he can spend but a small amount of time conducting other personnel interviews; thus, two Personnel Assistants are needed.

DETROIT * DECEMBER, 1953

The daily report of the Personnel Assistant shows that he spent 1.9% of his time reviewing reports of the security patrol. Such a function is essentially supervisory and should be handled by an approved supervisor. The Administrative Division apparently did not raise this question, and it is believed it should have been raised.

"Another 'crutch' for the SAC and his assistants!" Tolson

RECOMMENDATIONS:

1. SA Arthur F. Hodgins, Administrative Division... Censure and probation. (For failure to challenge questionable items in daily reports.)

"I agree." Tolson. 3/15

"Yes, and in addition transferred to Field." Hoover.

"I agree." JPM 3/11

"I agree." FH. 3/15

"Transfer to Buffalo." Tolson and Mohr 3/ 17

Transfer letter dated 3/17/54.

2. H. L. Edwards, Personnel Officer. . . Censure inasmuch as he is in charge of the section to which Hodgins is assigned.

"I agree." Tolson.

"Yes." H.

"I agree." JPM. 3/11.

"I agree." FH 3/15

3. W. R. Glavin, Assistant Director. . . Censure because he is the division head where Hodgins is assigned.

"Yes." Tolson.

"Yes." H.

"I agree." JPM. 3/11.

4. SA James J. Middleton, Philadelphia... Censure because of lack of clarity in December daily reports necessitating the sending of an Inspector to Philadelphia to inquire as to what functions were actually performed.

"Yes." Tolson.

"Yes." H.

"I agree." JPM. 3/11.

"I agree." FH. 3/15.

5. [] Personnel Counselor, Philadelphia. . .
Censure for lack of clear daily reports for December.

"Yes." Tolson.

"Yes." H.

"I agree!" JPM. 3/11

"I agree." FH. 3/15

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6. SAC Raymond J. Abbaticchio, Philadelphia. . .
Censure for arranging a Christmas gift program to friends of Philadelphia Office in such a fashion that the Personnel Assistant and Personnel Counselor spent a high percentage of time for Month of December selecting, purchasing, wrapping, and delivering such gifts; failure to make certain that logs showing activities of Personnel Assistant and Counselor were clear-cut and understandable.

"I agree." Tolson.

"Yes." H.

"I agree." JPM. 3/11

"I agree." FH. 3/15

7. Recommend that Administrative Division secure explanations from appropriate SACs for their having approved questionable items in daily reports submitted by the offices for the months named:

"Yes." Tolson. "Yes." H. 3/15. Memos to Mr. Boardman and 5 SACs, 3/17/54. JIC.

Chicago - October, 1953

Newark - October, 1953 (ASAC's explanation desired inasmuch as SAC away on special assignment,)

San Francisco - October, 1953

Los Angeles - October, 1953

New York - October, 1953 (Mr. Boardman was SAC).

Detroit - December, 1953

Delinquencies in connection with each of the above are explained in memorandum.

"I agree. This program has not been properly supervised by the Administrative Division. A separate memo is being submitted as to whether to continue it." Tolson. 3/15.

"The lack of supervision by Glavin et al is shocking." H.

"I agree." JPM. 3/11. "I agree." FH 3/15.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: 3/8/54

FROM : E. Mason

SUBJECT: INSPECTION OF
PERSONNEL GUIDANCE PROGRAM
(INSPECTOR MASON)

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____
Trotter _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

PERSONNEL CONCERNING POLICY SYNOPSIS

Pursuant to the Director's instructions to inspect the Personnel Guidance Program, there are attached appropriate details. Recommendations follow this synopsis.

BACKGROUND:

The Personnel Guidance Program is supervised by Special Agent Arthur F. Hoagens of the Administrative Division, who is under the supervision of Personnel Officer H. L. Edwards. The Personnel Guidance Program is one aspect of personnel work carried on by the personnel office. The guidance program as such consists of a full-time Agent, known as a Personnel Assistant, and a full-time clerk known as a Personnel Counselor, assigned to the following field offices: Los Angeles, San Francisco, Chicago, Detroit, Philadelphia, Newark, and Washington Field. The program is also established in the New York Office; however, there are two full-time Agents, as well as a Counselor, in that division. There is an Agent (Personnel Assistant, and a clerk (Personnel Counselor) assigned to each Seat of Government division; however, the time devoted to Personnel guidance work at the Seat of Government varies from division to division.

Assistant Directors and Assistants to the Director, including Mr. Boardman, who was recently Special Agent in Charge at New York, Personnel Assistants and Counselors at Seat of Government. Inspectors Brown and [redacted] who have recently inspected seven of the eight offices where the Personnel Guidance Program is in effect, all agree that the Personnel Guidance Program is a worth-while function, is serving a Bureau need, has assisted in clarifying to employees the Bureau's policies and procedures, and has been helpful in handling personnel matters generally and should continue. They also stated that

Attachment

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*NO action needed for
Submitted for review
Action taken on
synopsis dated 3/10/54
X carb M*

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Personnel Guidance employees are busy. No one has been found who believes that the program should be discontinued and the Inspector finds no reason for suggesting any discontinuance. The Inspector is recommending several adjustments which will be helpful in making the program a better one, and in most of these recommendations the Administrative Division agrees. Among the inspector's recommendations will be the submission of daily reports by all personnel guidance employees for a period of three months in order to provide information of factual nature which will help in further analyzing the program and arriving at a determination as to whether any work time now devoted to personnel guidance can be saved.

COSTS AND ACTIVITIES

A survey of twelve large industrial companies reflects that personnel programs cost the company an average of \$50.00 per year per employee, and states that a personnel program is a necessary business cost. Unfortunately, these figures relate to an entire personnel program, and the figures set forth below relate only to personnel guidance activities in the FBI as distinguished from over-all personnel handling. Our figures as to personnel guidance cost include 90% of the salary of SA Gregg of the Domestic Intelligence Division, and 100% of the salary of SA Roy Wood, of the Investigative Division; however, Inspection findings indicate that these two employees are actually spending less time on true personnel guidance functions based on estimates in the absence of specific records.

Excluding supporting costs, such as stenographic and clerical assistance, the salaries of Agents and clerks at the Seat of Government directly attributable to Personnel Guidance work annually costs \$71,146.75. If this is reduced into terms of how much money is expended annually in the nature of Personnel Guidance on an employee assigned to a Seat of Government division, the annual cost will vary from \$9.34 per employee per year in the Identification Division to a high of \$43.05 per employee per year in the Domestic Intelligence Division. SOG average \$14.23.

The salaries of Personnel Assistants and Personnel Counselors in the eight field offices annually cost \$107,470.00. The annual cost per employee in a field office for personnel guidance received varies from a low of \$13.40 per employee in New York to a high of \$36.85 per employee per year in Newark. Average cost per employee \$23. Kindly note that field guidance employees carry on various training functions not handled by SOG guidance employees.

The over-all cost to the Bureau of the Personnel Guidance Program (still eliminating secretarial and related costs and considering salaries only of Personnel Guidance employees) is \$178,616.75, or \$17.86 per employee served yearly.

The program is less than a year old in seven of the field offices. Offices were instructed to submit logs for the Month of October as to functions performed daily by Personnel Guidance employees and the amount of time devoted to each activity. These logs are essentially daily reports. Philadelphia and Detroit submitted logs for December, and the other six offices submitted them for October. The time devoted to various activities varies greatly, and there is strong doubt as to whether the logs as submitted can be compared, because there is no assurance that the interviews are uniformly classified as to activity. For example, time devoted to housing for employees varied from 1.09% of the Personnel Assistant's time in the Los Angeles Office to a high of 5.91% in Philadelphia. On the other hand, the Personnel Counselor (clerk) in Los Angeles expended 2.8% of her time on housing (with three offices expending less Counselor time) to a high of 14.01% in New York. Philadelphia with 5.91% of Personnel Assistant's time devoted to housing shows less than two tenths of 1% Personnel Counselor time devoted to housing.

New York shows 14.01% of an Agent's time devoted to handling misconduct cases, but this exact type of work is not specified for any of the other seven field offices.

Time spent indoctrinating employees by Personnel Assistant varies from a high of 40% in Washington Field to a low of 8.4% in Philadelphia.

43% of an Agent's time (same figure for the Counselor) was spent during December by the Philadelphia Office in drawing up a list of office friends and contacts, buying Christmas presents for them, wrapping and delivering the presents and in paying certain Bureau informants who receive their salaries annually. This was not explained sufficiently, and it was necessary to send an Inspector to Philadelphia to inquire into the details.

Guidance functions performed in some offices for a substantial amount of time were apparently not performed in other offices to any degree, if at all. Specific percentages set out on pages 3 and 4 of details.

INSTRUCTIONS TO FIELD EMPLOYEES

Personnel Assistant (Agents) and Counselors (Clerks) at the Seat of Government have a manual to guide them. The Administrative Division contemplates such a manual for the field and is preparing to issue one. The field was furnished itemized list of duties for Counselors and Assistants (see pages 5 and 6 of details) but survey and analysis of daily reports made during this survey indicate the desirability of more specifically defining and limiting some of these duties.

The Bureau's wishes have been made available to the field by letter and through interviews which the Personnel Officer had with SACs, ASACs and with those Personnel Assistants who have visited the Seat of Government since assuming personnel-type duties. Inspector B. C. Brown interviewed Personnel Counselor [redacted] Philadelphia, who assumed duties 12/1/59. She feels that she has no clear-cut picture of her duties but only general instructions and feels that Philadelphia needs healthy, constructive criticism. Inspector Brown reported Personnel Assistant James Middleton, Philadelphia, at first did not understand Bureau instructions as to his duties and could not reconcile how people would come to him with problems and put confidence with him if he were reporting everything to the SAC; however, he now feels that this problem has been solved through experience, and he is no longer confused. SAC Abbaticchio, Philadelphia, was not confused, and was not aware of any confusion on the part of [redacted] or Middleton. Personnel Officer Edwards had not previously been advised of any confusion in Philadelphia and has heard of no confusion elsewhere.

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GRADES OF PERSONNEL GUIDANCE EMPLOYEES

Agents assigned vary in grades from GS-12 through GS-14. Counselors (clerks) assigned vary in grade from GS-5 through GS-7 in the field. Seat of Government Counselors vary from grades GS-6 through GS-9. There are two Seat of Government Counselors in grade GS-9, one because she supervises the entire counselling program, and the other a part-time Counselor, who receives grade GS-9 because of her responsible substantive duties not related to personnel work.

DUTIES PERSONNEL GUIDANCE EMPLOYEES
SHOULD PERFORM

Inspector believes Personnel Guidance employees should devote themselves principally to handling matters which will make an employee better indoctrinated and trained, more productive, more effective in his work, and more stable with regard to FBI employment and at the same time anticipate problems before they get to be acute and advise the division head so that preventive or corrective action can be taken; meanwhile, counselling employees as to policies which they deliberately or innocently misunderstand, explaining promotional opportunities, explaining reasons for lack of progress to employees, recommending proper job classifications and rendering personal services of a type which will help accomplish the foregoing. Personnel officer agrees, these being the basic reasons why guidance program started. Such duties exist in all field offices, being handled by supervisory staff in smaller offices.

DUTIES WHICH SHOULD NOT BE PERFORMED
BY PERSONNEL GUIDANCE EMPLOYEES

Without endeavoring to attribute each of the duties listed below as having been improperly handled by any Personnel Guidance employee, it, nevertheless, seems desirable to issue specific instructions designed to prevent Personnel Guidance employees from: spending excessive time engaging in solving personal problems having little or no relation to the work; mollycoddling; giving the appearance of regimentation by planning too many things for employees; excessive time spent on recreation plans; giving legal advice (Manual presently states among duties of Guidance employees: "To conduct numerous interviews with employees concerning problems involving quasi legal counsel and guidance, such as, those arising from housing leases, rental agreements, installment buying, personal loans, and the like," however, only 8 of 16 Personnel Assistants (Agents) have any law training, and none of the clerical Personnel Counselors has law training); avoid giving the impression that Personnel Guidance work is a unit unto itself; refrain from endeavoring to spend full or even substantial time on personnel functions when no clear-cut need exists; and other activities as specified on pages 7 and 8 of details of this memorandum should also be avoided. Personnel officer agrees, with all except the item as to quasi-legal counsel mentioned above. This is treated separately in the recommendations.

ADJUSTMENTS NEEDED IN THE PERSONNEL
GUIDANCE PROGRAM

More clear-cut, detailed instructions to field and SOG as to exactly what functions Personnel Guidance employees may

perform and what functions they may not perform; establishment of uniformity in preparation of monthly reports to the E from the field; establishment of uniformity in preparation of daily reports (logs) for use whenever logs are submitted; present instructions that Personnel Assistants (Agents) attend conferences with SAC is required to hold at least three times weekly with field supervisors be countermanded so that the Personnel Assistant will be present only when a matter of personnel interest is discussed (Personnel Officer Edwards & Glavin disagree and feel present instructions are essential to enable Personnel Assistants to keep fully informed); the instruction that the Personnel Counselor (clerk) attend, when pertinent, the above-mentioned conferences the SAC holds for Agent supervisors be countermanded in order to conserve the clerk's time and she can receive a synopsis of any necessary information from the Personnel Assistant (Personnel Officer Edwards/disagree for same reason as above relating to Personnel Assistants). In an effort to get the field to enlarge personnel activities during the formative stages of the field program, the Administrative Division has, by letter, instructed in rather general language that the Personnel Guidance activities be enlarged without specifying that any such enlargement should be within the framework of existing regulations. More specific language should be used in the future, and the field should be instructed that the program should not be enlarged unless there is a definite existing need for enlargement. Personnel Guidance employees should be advised that they should not seek to expend substantial or full time on the program unless there is an absolute need for doing so. Personnel Officer agrees except as to the two items above regarding conferences wherein his views are set forth.

ANALYSIS OF INDIVIDUAL DAILY REPORTS

There were items which appeared to be improper or were inadequately explained appearing in the October daily reports (logs) detailing activities of Personnel Guidance employees during the month of October, which should have been questioned by the Administrative Division and relating to the field offices at Chicago, Newark, San Francisco, Los Angeles, and New York. The Philadelphia and Detroit Offices should have been called upon to explain certain entries in the daily reports (logs) submitted for December. Specifications are set forth on pages 10 - 13 of details and censure recommended.

No daily reports have been submitted by SOG and consequently only estimates are available as to time spent on various activities. At SOG Assistants and Counselors attend weekly personnel conferences, are in constant touch with Personnel Section and their Divisional Heads.

SA Emory Gregg of the Domestic Intelligence Division initially reported that he spent 90% of his time on personnel Guidance functions. Survey shows he spends 10% of his time on substantive work, 20% of his time on FBIRA matters, and these are estimates not substantiated by computation in the absence of written records. Agent Roy Wood, Personnel Assistant for the Investigative Division, reported he spent 100% of his time on Personnel Guidance work. He actually spends a minimum of 35% of his time on FBIRA duties and performs occasional non-personnel-type duties in his division.

RECOMMENDATIONS

(1) In view of the assurances of Bureau officials as to the value of the Personnel Guidance Program, it is recommended that the Bureau continue to offer personnel guidance.

(2) (a) Inasmuch as no records are available to prove how much time is devoted to what activity and the value of each independent activity handled, it is recommended that daily reports be prepared by each Personnel Assistant and each Personnel Counselor at the Seat of Government for the next three months and that these reports be forwarded at the end of each month through the Assistant Directors to the Personnel Office for analysis, evaluation, and the issuing of appropriate instructions. At the end of the three-month period of daily reports, the Personnel Office should submit a memorandum as to its findings and ascertain whether any curtailment in time devoted to personnel Guidance at the Seat of Government is possible.

(b) It is recommended that daily reports be obtained from Personnel Assistants and Counselors in field offices for a period of three months and that they be furnished to the Administrative Division monthly for analysis, evaluation, and the issuance of appropriate instructions to the field. SAC should be reminded to review daily reports daily and immediately take any corrective action. (c) Seat of Government employees assigned to Personnel counseling be authorized to devote the same amount of time to the program as in the past until the daily reports

have been analyzed and the value of each function be fully weighed. Division heads at SOG should be reminded to review daily reports daily and see that time is properly expended. It is believed Administrative Division will be able to analyze daily reports without additional personnel; however, if such should become necessary for a temporary period appropriate justification will be submitted.

(3) From the analysis of logs (daily reports) submitted by field offices, the following recommendations seem to be in order and these recommendations have been worked out with the Bureau's Personnel Officer, who agrees:

(a) Standard instructions go forth as to the manner of preparing daily reports to assure uniformity and clarity.

(b) SA Arthur F. ~~X~~Hodgens, Administrative Division.....
Censure and probation.

For his failure to challenge questionable items in certain daily reports submitted by field offices, such as, 24% of an employee's time in Newark being devoted to recreation during a period of one month, and 43% of the time of both the Personnel Assistant and Personnel Counselor in Philadelphia being devoted to items not clearly defined. Mr. Hodgens was charged with the duty of analyzing the daily reports submitted by the eight field offices having a Personnel Guidance Program. During this inspection it was found that because of the manner of preparing such daily reports it required from one day to one and one-half days to analyze the daily reports from one field office for a period of one month. Mr. Hodgens did not request any help in this analysis and no recommendations are made as to the superiors of Mr. Hodgens or other officials at the Bureau who may have read outgoing letters prepared by Hodgens after he had reviewed the daily reports, because it would be unreasonable to expect each such official to devote the necessary time to making a personal analysis of the daily reports. In other words, the superiors of Hodgens had a right to rely upon his having done a thorough job. (Brief attached.)

(c) H. L. ~~X~~Edwards, Personnel Officer....Censure because Hodgens is assigned to section headed by Edwards.

(d) W. R. ~~X~~Glavin, Assistant Director.....Censure because he is Division Head where Hodgens is assigned.

(e) SA James J. ~~X~~Middleton, Philadelphia.....Censure.

Because of lack of clarity in his daily reports for December, necessitating the sending of an Inspector to

Philadelphia to ascertain what functions were actually performed, since a definite conclusion could not be reached from the daily reports; because of his failure to consult the AS during the early portion of the Personnel Guidance Program in Philadelphia in order to clear up the confusion on his part as to how to perform his duties. (Brief attached.)

(f) [redacted] Personnel Counselor, Philadelphia.....Censure.

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For failing to report to the AS the confusion existing in her mind as to the manner in which she should perform her duties. (Brief attached.)

(g) SAC Raymond C. Abbott, Philadelphia.....Censure.

For arranging a Christmas gift program to friends of the Philadelphia Office in such a fashion that the Personnel Assistant and Personnel Counselor spent a high percentage of their work time during the month of December in the process of purchasing, selecting, wrapping, and delivering such gifts; failure to make certain that daily reports submitted by Personnel Guidance employees for December clearly reflected the nature of duties performed; failure to properly instruct the Personnel Assistant and Counselor as to their duties so that there would be no confusion or misunderstanding on their part. (Brief attached.)

(4) Following a detailed analysis of the existing means of improving and strengthening the Personnel Guidance Program, and after obtaining the views of the Personnel officer, the following adjustments are recommended by the Inspector:

(a) Clear-cut, detailed instructions supplementing those in effect be issued to the Personnel Guidance employees as to exactly what functions Personnel Guidance employees should perform.

(b) Same as (a), except to specify what functions they should not perform.

(c) Present instructions to the field that Personnel Assistants (Agents) attend all supervisory conferences called by the SAC (at least three weekly are required) be countermanded so that the Personnel Assistant will attend only that portion of each conference which may be devoted to personnel matters. In this regard, the Personnel Officer and Mr. Glavin disagree, feeling that it is essential that the Personnel Assistant be fully informed as to all operations within the field division, in order to properly handle personnel questions and in order to provide the best personnel guidance. The Inspector feels that time can be conserved if his recommendation is followed, without materially harming the guidance program.

(d) Personnel Counselors (clerks) in the field not attend Agent supervisory conferences at all. Present instructions encourage SACs to have Personnel Counselors attend Agent supervisory conferences when the conferences will be pertinent. Personnel Officer Edwards and Mr. Glavin believe this to be a very necessary and proper instruction. Inspector believes manpower can be saved and the clerical counselors can be adequately briefed by the Personnel Assistant. The Inspector does not intend to reduce the SAC's duties to confer with, guide, counsel, and supervise the Personnel Counselor.

(e) Because of the possibility that SACs might misinterpret (as did the Inspector) the intent of the Administrative Division in certain letters to SACs urging that the Personnel Guidance Program (then in the formative stage) be enlarged and the responsibilities of Personnel Guidance employees be increased, it is believed desirable to emphasize to the field that Personnel Guidance functions should not be expanded outside of the presently defined scope and that employees should not spend full time on Personnel Guidance duties, unless there is a clear-cut, justifiable need.

(f) The Personnel Manual specifies that Personnel Assistants should give quasi-legal advice relating to house leasing, installment payments, personal loans, and the like. In those field divisions not having Personnel Guidance employees such advice is given by the SAC or a supervisory employee. Such advice (as distinguished from true legal counsel) is invaluable to employees. However, it is hazardous to have a Personnel Assistant who is not legally trained to offer such counsel and only 8 of 16 Personnel Assistants have legal training. It is recommended that such advice be given only by legally trained Personnel Assistants in the future and if the Assistant is not

legally trained that such advice come from the Division Head or a responsible supervisor in the field, or from the Personnel Office at the Seat of Government. Personnel Officer Edwards and Mr. Glavin agree.

(g) Consideration should be given by the Administrative Division, after daily reports proposed in this memorandum have been analyzed, as to whether a school should be held for field Personnel Guidance employees (Assistants and Counselors). In the event the Administrative Division feels such a school to be desirable, its proposal should be submitted for Executives Conference consideration.

(h) Personnel Assistants in the field, in handling misconduct matters, personnel problems and related duties, are performing functions formerly handled by SACs and field supervisors. Personnel Assistants are not currently counted as field supervisors on the enrollment of the office. The Administrative Division advised SAC Malone, Los Angeles, that it was undesirable for the Personnel Assistant to relieve on the SAC's desk during the lunch hour because this might interfere with his availability for Personnel Guidance duties and "if Buys (the Personnel Assistant) regularly substitutes for the SAC or ASAC, it could be expected he would be regarded on the same level of the SAC or ASAC rather than the Personnel Assistant. Buys was formerly a top full-time supervisor in the Los Angeles Office who was removed from that assignment in order to provide top talent for Personnel Guidance work. The Inspector recommends that Personnel Assistants be counted as supervisory employees in determining the supervisory needs of an office, but that consideration be given as to whether they are part- or full-time employees.

(i) At the Seat of Government, Personnel Assistants and Counselors representing Seat of Government divisions and the Washington Field Office attend conferences in the Personnel Office each Thursday afternoon. The Personnel Officer considers this conference invaluable in keeping both Personnel Assistants and Counselors fully informed. A synopsis of matters discussed at each conference is subsequently issued to Personnel Guidance employees and brought to the attention of Division Heads. In the interest of conserving manpower, the Inspector recommends that only one representative of each Seat of Government division and Washington Field Office attend these conferences for a period of one month, but that all be issued the synopsis of topics discussed at the conference. The Personnel Officer believes that valuable

information will be lost, by those not attending. The Inspector recommends a trial of this proposal and a report be submitted by the Personnel Office at the end of the monthly trial, with recommendations and justification as to continuance or a return to the present procedure. Mr. Edwards and Mr. Glavin feel it essential that both the Assistant and Counselor attend every weekly personnel conference. For such reasons they believe even a monthly trial period undesirable.

(5) In this inspection the files relating to the Personnel Guidance Program in the eight field offices were reviewed, daily reports were analyzed, instructions were evaluated, and it is believed that a thorough check was made. Inspectors will be alerted to make very detailed studies when those field offices are next inspected to determine performance of Personnel Guidance employees at that time.

March 17, 1954

PERSONAL AND CONFIDENTIAL

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

As a result of the survey made into the handling of the Personnel Guidance Program of this Bureau, it has been noted that there were a number of glaring delinquencies in the supervision within the Administrative Division, and since this activity was under your over-all supervision as Chief of the Personnel Section, you were at fault for not having seen to it that the program was properly administered.

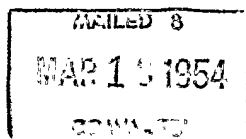
The failure of the Personnel Section to afford this project adequate supervision and to challenge and clarify the numerous questionable items reported is inexcusable. Accordingly, it will be your responsibility to make certain that the other functions of the Personnel Section are being properly carried out and that no similar derelictions are permitted to occur in the operations of your section in the future.

Very truly yours,
J. Edgar Hoover

John Edgar Hoover
Director

CC: Mr. Glavin (PERSONAL ATTENTION)

Tolson _____
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Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____



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April 8, 1954

MEMORANDUM FOR MR. TOLSON

On March 22, 1954, I saw Special Agent H. Lynn Edwards of the Administrative Division, who called to see me concerning the handling of the Personnel Guidance Program in that Division, which was so poorly handled that we had to discontinue this program. Mr. Edwards stated he regretted this incident had arisen and that he assumed responsibility for it. I told Mr. Edwards that I likewise regretted that it had arisen because I believed the program itself was well worthwhile and a need to the operations of the Bureau but that obviously, since I had been unable to have it properly supervised in the Administrative Division, it had become necessary to discontinue it.

Very truly yours,

John Edgar Hoover
Director

JEH:mpd

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APR 19 1954

12 APR 1954

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TO: MR. R. T. HARBO

4-9-54

FROM: MR. E. D. MASON

SUBJECT: [REDACTED]

CLERICAL SUPERVISOR
POSITION CLASSIFICATION UNIT
ADMINISTRATIVE DIVISION

b6
b7C

As you know, [REDACTED] Bureau of Inspections and Classification Audits, Civil Service Commission, is auditing various Bureau positions. While auditing a position in this Division she advised me that the Bureau's Position Classification Unit in the Administrative Division does an excellent job. She stated that she was very pleased with the progress that the Bureau has made in improving the position classifications since this responsibility was given to the Bureau in 1949.

She specifically commented upon the performance of [REDACTED] Clerical Supervisor of the Position Classification Unit in the Administrative Division. [REDACTED] felt that [REDACTED] does a superior job with regard to Position Classification Matters and has a better knowledge and sense of evaluation than most of the employees assigned to this duty working for the Civil Service Commission.

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She was also commendatory of the supervision given by Personnel Officer H. L. Edwards, his park-plugging of the Classification Program, and his enthusiasm in seeking further improvements.

I believe Mr. Tolson would be interested in knowing of the work of [REDACTED] and what [REDACTED] thinks of the Bureau's Position Classification Program.

cc-Mr. W. R. Glavin

EDM:DMG

38
APR 21 1954

UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: March 22, 1954

FROM : W. R. GLAVIN

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Holloman
Gandy

SUBJECT: SURVEY OF THE POSITION OF SPECIAL AGENT
GS-10, FEDERAL BUREAU OF INVESTIGATION
DEPARTMENT OF JUSTICE

Position Classification
S.A.G.

I am attaching hereto a copy of a report dated March 18, 1954, addressed to [redacted] by [redacted] Chief of Inspection Division, Civil Service Commission, concerning the above-mentioned matter.

GENERAL

This copy of the report was confidentially furnished to Mr. H. L. Edwards, Personnel Officer of the Bureau, by [redacted] of the Position Classification Section of the Civil Service Commission, who has been checking into the entrance grade of GS-10 for Special Agents. [redacted] above, is the superior of [redacted]

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From a review of the report (see page 10 thereof), it will be noted [redacted] recommends that the entrance grade for Special Agents remain GS-10. The report in itself is very favorable insofar as the Special Agent position is concerned.

[redacted] compares the duties of a Special Agent in grade GS-10 with the Civil Service classification to show that our position is properly classified. The charts attached to the report were prepared at the suggestion of Mr. H. L. Edwards and are of particular interest.

Inasmuch as this copy of the report has been confidentially furnished to us, no comment can be made concerning it until such time as official notice is received from the Civil Service Commission concerning the results of the survey.

GENERAL COMMENT:

RECORDED - 70

032-780
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In submitting this report I feel that I should mention the fact that Mr. H. L. Edwards, who has worked very closely with [redacted] and furnished all the necessary information and guidance in connection with this survey, has performed an outstanding job. He anticipated requests which [redacted] made, suggested matters for her to include in her report, and it was his suggestion that charts be made to accompany the report which graphically furnish a "birdseye view" of the qualifications and work of a Special Agent.

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Attachment

WRG:mfs

Edwards should be commended
3/23/54

RECEIVED FBI

yes
3/22

3/22

[REDACTED]

March 18, 1954
ICA: JBC: fkb

[REDACTED]

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**SURVEY OF THE POSITION OF SPECIAL AGENT GS 10, FEDERAL
BUREAU OF INVESTIGATION, DEPARTMENT OF JUSTICE**

The Bureau of Inspections and Classification Audits has completed a survey of the Special Agent GS 10 position in the Federal Bureau of Investigation, United States Department of Justice. Particular attention has been given to such factors as the qualification requirements, recruitment standards, initial training and actual assignments made to the incumbents of this position upon successful completion of the initial training course. A summary of the facts developed and a recommendation concerning the propriety of the grade level of the position are submitted for your consideration in this report.

[REDACTED] initiated the survey by contacting Mr. W. R. Glavin, Assistant Director in Charge of the Administrative Division of the Bureau. The investigation of this position which was conducted by [REDACTED] of our staff, included interviews with the Bureau's personnel officer, officials of the Training and Inspection Division, Special Agent in Charge of the Washington Field Office, and his first assistant, agent supervisors and Special Agents GS 10 assigned to the Washington Field Office.

[REDACTED] also interviewed officials and inspected phases of the activities and training facilities at the Special Agent Training Academy located on the United States Marine reservation at Quantico, Virginia, where firearms training, classroom instructions and practical problems, selected from real cases, are presented for solution. In addition, she made a detailed analysis of pertinent background material and historic data, and she also conducted desk audits of a representative sample of Special Agent GS 10 positions.

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This position is located in the Federal Bureau of Investigation, United States Department of Justice. The incumbents serve as Special Agents with responsibility for investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or will be a party in interest and performing other duties imposed upon them by law. The investigative jurisdiction of the Bureau approximates one hundred-forty matters, involving several hundred statutes, and includes applicant, criminal, intelligence and civil cases.

The Federal Bureau of Investigation recruits all Special Agents at the grade GS 10 level. The formal education requirements are high, and applicants must meet rigid physical requirements equal to those required for an appointment to the United States Naval Academy. Applicants must qualify first in specialized entrance tests, consisting of written examinations designed not only to test to a degree their technical knowledge and experience but also numerous personal traits and mental abilities, and an oral interview designed to evaluate the applicant's background, experience, personality, character, apparent aptitude, interest, enthusiasm, general intelligence and potential for development. (See exhibits A and B)

Applicants who qualify in the physical, oral and written tests are thoroughly investigated by the Bureau from the standpoint of suitability, background, character, fitness and loyalty before qualifying for initial appointment. Furthermore they must indicate an interest in the work and plan to enter the service on a career basis.

After meeting the qualification requirements outlined, the Special Agents GS 10 are assigned to sixteen weeks of intensive training at the Bureau's headquarters in Washington and the Special Agent Training Academy on the United States Marine Corps reservation at Quantico, Virginia. This training course is recognized as the equivalent of fifteen semester hours of post-graduate level work creditable toward a Master's degree. Bureau training in familiarizing the Special Agent with numerous types of technical equipment, and scientific methods of investigation and crime detection which utilize the facilities of the Fingerprint Identification Division and the FBI Laboratory; a complete course in the fundamentals of substantive law, court and administrative decisions, rules and regulations covering the investigative matters and statutes under the Bureau's jurisdiction; moot court training in the actual preparation and trial of cases, report writing, interview techniques, comprehensive firearms training, defensive tactics, general law enforcement ethics, theory and practice, rules of Federal criminal procedure, speech and the art of self expression plus intensive practical application of the training to problems based on actual cases are included in the training course. The Special Agent GS 10 in training is given help and guidance by experienced Special Agents and counselors. (See exhibit C)

Upon successful completion of the training course, the Bureau assigns Special Agents to any of its fifty-two field offices throughout the continental or territorial United States, where they investigate any type of case which may come to their attention either from observation of apparent violations of law under the Bureau's jurisdiction or alleged violations reported by members of the public, or by assignment. Such cases include numerous applicant-type investigations as well as criminal, domestic intelligence, civil rights and other civil cases. The Special Agent is usually given an opportunity to observe and work with an experienced agent for a week or two after which he is "on his own" either in headquarters city or he may be sent on roadwork in other parts of the field office territory or to one of the resident agencies within the territory. Individual case loads are large and include unrelated types of cases which must be concurrently investigated and which require a high degree of independence in determining the proper investigative leads and techniques to use.

The Special Agent GS 10 is subject to transfer on general or special assignment within or outside the continental limits of the United States; must work any hours either on regular or irregular basis; must maintain constant proficiency in firearms and be able to defend himself or his fellow agents with firearms as well as engage in defensive tactics when necessary. Apprehension of criminals, which is a regular duty of every Special Agent, requires full knowledge and application of rules governing arrest, search and seizure, pertinent court decisions which are subject to constant change and interpretation, judgment, and the planning and conducting of surveillances and raids. In addition the Special Agent GS 10 prepares reports of investigations and is responsible for determining the desirability of and directing investigative action to be taken by other field offices in connection with any assigned case.

The incumbents of this position remain at the grade GS 10 level usually for three years and are promoted to grade GS 11 when they meet the qualification requirements for that grade. Since many of the duties and responsibilities of the position compare favorably with grade GS-11 standards, the grade GS 10 provides additional training and experience required for promotion to the grade GS-11 position. The Bureau's experience indicates that compliance with these standards is necessary because of the

variety and importance of the work, and the fact that Special Agents are hired on the basis of their long range career value to the Bureau. For example the selection of Special Agents in the supervisory and executive levels is from the rank and file and the Bureau believes that the training and experience gained from actual investigative assignments is essential before promotion. Reference to the 1947 Committee Hearings on the proposed retirement benefits indicates that these facts were considered as an important part of the justification for passage of that bill. The appropriation hearings for the fiscal year 1955 include similar justifications. In addition the hearings reflect the special requirements needed by the Bureau's investigative staff to complete assignments. All Special Agents including the incumbents of grade GS 10 positions must be of unimpeachable character and reputation, observe civil rights of persons investigated, be able to secure evidence which will be admissible in court and avoid duress of any kind.

In addition to obtaining the information outlined previously we made desk audits of five Special Agent GS 10 positions at the Washington Field Office. We discussed the duties and responsibilities of the positions with the incumbents as well as with the Special Agent in Charge and Assistant Special Agent in Charge.

The Washington Field Office is one of 52 separate Field Divisions of the Bureau each covering a geographical area and which are located throughout the continental and territorial United States. The Special Agent in Charge is responsible to the Director of the Bureau for all official matters affecting or arising in the division. The Washington Field Office is responsible for investigating all matters under the Bureau's jurisdiction, collecting evidence in cases in which the United States is or may be a party in interest, and performing other duties imposed by law or other authority. Cases arise either from information reported directly to the Washington Field Office from members of the public, on the basis of leads from other field offices or by direct assignments from Headquarters. Each field office has the responsibility for opening and initiating cases, conducting investigations of such cases and for related operations in connection therewith.

Reference to the position description indicates that it is accurate and complete. Special Agents at this level investigate

violations involving applicant, criminal, domestic intelligence cases, civil violations and related subjects, covering approximately 140 matters involving several hundred statutes which are under the jurisdiction of the Federal Bureau of Investigation. (See exhibit D) The incumbents of this position plan, organize and conduct investigations of major crimes or violations of statutes. They receive assignments from Agent supervisors consisting usually of only preliminary initial information alleging a violation of a law and are responsible for taking necessary investigative action. These Special Agents GS 10 frequently receive information from members of the public constituting new alleged violations and have the responsibility for determining whether the matter is one under the investigative jurisdiction of the Bureau. If this is true the Special Agent GS 10 has a case opened, initiates investigation or refers the matter to proper supervisory authority for assignment. In addition the incumbents of this position determine whether investigations outside the field office territory are necessary and send leads to other field offices to effect such investigations. When investigative reports are received from auxiliary offices the Special Agent GS 10, to whom the case is assigned, correlates the information with the main case and decides any further action required.

Special Agents GS 10 search the scene of crime for physical evidence and clues; apprehend subjects; search arrested persons and premises, necessitating the application of numerous rules of law and procedure governing the necessity for and the use of search warrants, false arrests, civil rights and similar subjects; conduct physical, fixed or spot surveillances of subjects and locations; interview subjects, including arrested persons or others likely to possess information or evidence related to the case; develop confidential informants and other sources of information; inspect files and records to secure evidence; photograph documents or other physical evidence; and participate in arrests and raids involving detailed planning, the use of firearms and defensive tactics. In addition the incumbents of this position discuss results of investigations with United States Attorneys to secure prosecutive opinions and if prosecution is authorized they file complaints, make appearances before United States Commissioners and Grand Juries; prepare evidence for the use of United States Attorneys; testify in courts; and upon request cooperate in the preparation and trial of cases with officials of the Department of Justice.

These duties require considerable initiative and resourcefulness since the Special Agent at any given time may be confronted with situations such as the apprehension of dangerous fugitives from justice requiring immediate action. The Special Agent GS 10 supervises assigned cases and determines the investigative procedures to be followed. The incumbents of this position prepare comprehensive investigative reports in final form. Although investigative reports are approved by a Special Agent supervisor who is available for consultation on the general phases of the work, regular investigative operations require continual decisions which are not subject to review.

These incumbents must be familiar with established Bureau policy and procedure relating to the conduct of investigations and must keep up with current provisions of statutes, court decisions and administrative instructions. Reports prepared by the incumbents are subject to review for adequacy and compliance with Bureau policy and instructions. Each general category of investigation requires a different type of report and the distribution governs both the number of copies and addition or deletion of certain information. The Special Agent GS 10 is responsible for insuring the proper form and designation of copies of the reports for distribution.

The conduct of investigations requires the incumbents to meet and deal effectively with all types of persons and secure their confidence and cooperation. These Special Agents GS 10 must know the laws relating to search and seizure and rules governing admissible evidence. Since many persons being interrogated are openly hostile or uncooperative, the Special Agents GS 10 must be able to secure information under extremely adverse conditions. At the same time they must be fair and treat the persons with respect and confidence.

The incumbents of this position are subject to call day or night; cannot leave an investigation at the end of a work period and must frequently decide which course of action is desirable under the circumstances of a given situation. They must secure cooperation of law enforcement officers and serve as a representative of the United States Government at all times. For this reason, their private lives must be above reproach. (See exhibits E and F illustrative of Special Agent position)

LEVEL 11

A comparison of this position with the GS 1311 standards for Criminal Investigators indicates that the difficulty and responsibility are similar to those described at the grade GS 11 level. For example, the nonsupervisory positions in this class are characterized by the conduct of very difficult investigations requiring the use of specialized techniques and a working knowledge of applicable laws, regulations, decisions, policies, procedures and practices in a particular field of enforcement. Investigations include a wide variety of cases of great importance and high level of difficulty or a variety of cases of a wide scope but involving a more integrated subject matter field.

Typical of positions at this level is the independent investigation of violations of a large number of diversified statutes, such as those dealing with espionage, sabotage, treason against the United States and trusts or monopolies. Frequently these cases have national implications or represent concerted efforts of foreign organizations to undermine the United States Government. It is difficult to obtain evidence because subjects are thoroughly trained in strategy; possess large sums of money; and use cleverly forged documents and credentials.

The Criminal Investigator of 11 must be resourceful and sufficiently familiar with law to adapt a variety of techniques to the investigation of many different types of violations and to determine the most effective tactics to use under a variety of circumstances as required by the exigencies of different situations. Although the incumbent generally discusses such matters as multiple arrests, close-out of investigations or admissibility of evidence with his supervisor, he conducts his own investigation of the cases assigned to him and determines what evidence to seize, when to apply for search warrants, what persons to interrogate and when to question these persons.

Another characteristic group of positions in this class involve investigations of complex violations where: (1) the subjects involved represent organizations of great size and value; (2) there are no leads with the original alleged violation; (3) there are few visible records and other sources of information available; (4) there is little or no cooperation from persons involved, requiring reconstruction of transactions and events from

underlining supplied

various other sources or the use of specialized knowledge in a particular subject matter field such as accounting, auditing and business practices.

Criminal investigations at this level require a high degree of resourcefulness and originality to develop sources of information and reconstruct transactions or events covering a long period of time. The interrogations require ingenuity and skill and the success of the investigation depends to a great extent upon the investigator's ability to conceal the quality and amount of evidence and to refrain from letting third parties realize the subject of the investigation has allegedly violated a law. Improper questioning may result in the disqualifying of evidence in court and may encourage the subject to conceal or withhold information or destroy material of evidentiary value, change his practices or attempt to intimidate witnesses.

The subjects are frequently persons highly respected in their communities, with competent legal counsel or in a position to intimidate witnesses; or they may be hardened or experienced criminals with numerous aliases or practiced in deception. At all times the Criminal Investigator GS 11 must anticipate the defense and provide the prosecuting attorney with complete facts necessary to prove his case. Since many cases investigated at this level are without leads or apparently have no supporting evidence, the Criminal Investigator plans his own strategy, determining subjects to contact, possible sources of information and similar methods of successfully carrying a case to conclusion. He discusses problems such as prosecution of corporations versus the individual officers where both are involved in a fraud, matters of public interest, questions of jurisdiction, controversial subjects or where courts are divided in decisions and rulings.

In contrast, the grade GS 9 Criminal Investigator conducts difficult investigations of alleged criminal offenses against the United States, which entail a complete understanding of investigative techniques and knowledge of applicable laws, regulations, decisions, policies, procedures and practices in a particular field of enforcement. Cases investigated typically relate to: (1) various types of violations requiring the application of a working knowledge of a number of statutes under the jurisdiction of an enforcement agency; as well as, detection

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preservation and appropriate disposition of evidence and (2) involved conspiracies in violation of laws covering interrelated subjects, which require the use of specialized subject matter fields such as accounting, auditing or business methods. Elements of inherent difficulty and responsibility found in the first type of case include: (a) recurring violations, involving considerable amounts of money; (b) familiarity with characteristic methods used by subjects in order to recognize the importance of certain evidence or clues and (c) elapsed time between the actual crime and the start of the investigation resulting in difficulty of locating witnesses or obtaining reliable information. In the second type of case, elements of difficulty and responsibility found are: (a) two or more persons are involved (b) period of investigation is long (c) a series of transactions have been made to conceal conspiracy (d) evidence of connection between subjects of investigation is circumstantial and therefore difficult to prove. Some typical elements of difficulty in the third group are: (a) varied nature of methods used to conceal violations, (b) lack of complete records, (c) relative complexity and value involved in the case, (d) reputation of the subjects and the presence of competent legal and other advisers. Reconstruction of records to prove fraud is an example of this type of case.

The Criminal Investigator GS 9 receives general instructions covering unusual features of the case as well as suggestions for initial planning of the investigation from the supervising investigator. The incumbents of this position may initiate cases through leads furnished or from clues discovered during the course of related investigations. Although the Criminal Investigator GS 9 frequently works on cases with criminal investigators in the same or higher grades he must rely on his own judgment, skill and discretion during undercover investigations or field assignments. At this level supervisors review investigative reports for effectiveness of investigative methods, judgment, decisions and adequacy of evidence presented. The Criminal Investigator GS 9 must also maintain effective relationships with federal, state and local law enforcement officers, banking institutions, civic organizations, merchants, professional persons and the general public to produce evidence, obtain information and secure cooperation in crime prevention.

Based on facts developed during the survey the subject position appears correctly classified in grade GS 10. As a matter of fact the position contains many characteristics found in the GS 11 standards for Criminal Investigator which have been

previously described in this report. The position far exceeds the grade GS 9 standards, in such factors as the variety and scope of the work performed, the different types of cases investigated, the numerous statutes under which investigations are made, and the independence of action required. The number of matters under the jurisdiction of the Bureau and the variety of cases assigned to the incumbents of the GS 10 position are of a much higher caliber than is found in the grade GS 9 standard.

Although the Special Agent GS 10 position compares favorably with the grade GS 11 standards, no change from the present grade is recommended inasmuch as in actual operation the incumbents are given a degree of supervision and guidance as part of their seasoning and development not contemplated by the GS 11 standards. In consideration of the level of difficulty and scope of responsibility, the facts developed during the survey, as well as comparisons with applicable standards, it is concluded that the position is correctly classified.

Accordingly, it is recommended that the position remain in grade GS 10 of the GS 1811 Criminal Investigating Series. It is further recommended that the Bureau be informed of this decision.

CERTIFICATE

Edwards, H. Lynn
Name (Please type or print)

F.B.I., Administrative Div.
Office or Division

1. Are you now or have you ever been a member of, contributed to, affiliated or associated with, any organization listed on the attachment to this certificate?

No

Answer "Yes" or "No"

2. If your answer is "Yes" state the name of the organization, dates of membership and extent of participation. An explanation regarding membership in any of these organizations may be attached hereto on a separate sheet of paper, if you desire to explain the circumstances of your membership.

<u>Name</u>	<u>Address</u>	<u>From</u>	<u>To</u>	<u>Office Held</u>
—				

CERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the understanding that it will be used by the Department of Justice in carrying out the provisions of Executive Order 10450 and with knowledge that any false statement or omission of material fact may be sufficient cause for my dismissal or rejection of my application, and, further, may be cause for punishment as a violation of law including Section 1001, Title 18, U. S. Code.

April 13, 1954
(Date)

H. Lynn Edwards
(Usual Signature)

Attachment **89 APR 16 1954**

NOT RECORDED
[Signature]

March 23, 1954

ORGANIZATIONS DESIGNATED BY THE ATTORNEY GENERAL OF THE
UNITED STATES PURSUANT TO EXECUTIVE ORDER 10450.

Abraham Lincoln Brigade
Abraham Lincoln School, Chicago, Illinois
Action Committee to Free Spain Now
Alabama People's Educational Association (See Communist
Political Association)
American Association for Reconstruction in Yugoslavia, Inc.
American Branch of the Federation of Greek Maritime Unions
American Christian Nationalist Party
American Committee for European Workers' Relief (See Socialist
American Committee for Protection of Foreign Born Workers Party)
American Committee for the Settlement of Jews in Birobidjan, Ind.
American Committee for Spanish Freedom
American Committee to Survey Labor Conditions in Europe
American Committee for Yugoslav Relief, Inc.
American Council for a Democratic Greece, formerly known as
the Greek American Council; Greek American Committee
for National Unity
American Council on Soviet Relations
American Croatian Congress
American Jewish Labor Council
American League Against War and Fascism
American League for Peace and Democracy
American Lithuanian Workers Literary Association (also known
as Amerikos Lietuviu Darbininku Literaturos Draugija)
American National Labor Party
American National Socialist League
American National Socialist Party
American Nationalist Party
American Patriots, Inc.
American Peace Crusade
American Peace Mobilization
American Poles for Peace
American Polish League
American Polish Labor Council
American Rescue Ship Mission (a project of the United
American Spanish Aid Committee)
American-Russian Fraternal Society
American Russian Institute, New York, also known as the
American Russian Institute for Cultural Relations with
the Soviet Union
American Russian Institute, Philadelphia
American Russian Institute of San Francisco
American Russian Institute of Southern California, Los Angeles

American Slav Congress
 American Women for Peace
 American Youth Congress
 American Youth for Democracy
 Armenian Progressive League of America
 Associated Klans of America
 Association of Georgia Klans
 Association of German Nationals (Reichsdeutsche Vereinigung)
 Association of Lithuanian Workers
 (also known as Lietuviu Darbininku Susivienijimas)
 Ausland-Organization der NSDAP, Overseas Branch of Nazi Party
 Baltimore Forum
 Black Dragon Society
 Boston School for Marxist Studies, Boston, Massachusetts
 Bulgarian American People's League of the United States of
 America
 Bridges-Robertson-Schmidt Defense Committee
 California Emergency Defense Committee
 California Labor School, Inc., 321 Divisadero Street,
 San Francisco, California
 Carpatho-Russian People's Society
 Central Council of American Women of Croatian Descent,
 Also known as Central Council of American Croatian Women,
 National Council of Croatian Women
 Central Japanese Association (Beikoku Chuo Nipponjin Kai)
 Central Japanese Association of Southern California
 Central Organization of the German-American National
 Alliance (Deutsche-Amerikanische Einheitsfront)
 Cervantes Fraternal Society
 China Welfare Appeal, Inc.
 Chopin Cultural Center
 Citizens Committee to Free Earl Browder
 Citizens Committee for Harry Bridges
 Citizens Committee of the Upper West Side (New York City)
 Citizens Emergency Defense Conference
 Citizens Protective League
 Civil Rights Congress and its affiliated organizations,
 including:
 Civil Rights Congress for Texas
 Veterans Against Discrimination of Civil Rights
 Congress of New York
 Columbians
 Comite Coordinador Pro Republica Espanola
 Committee to Aid the Fighting South
 Committee for Constitutional and Political Freedom
 Committee to Defend Marie Richardson
 Committee for the Defense of the Pittsburgh Six
 Committee for a Democratic Far Eastern Policy
 Committee for Nationalist Action
 Committee for the Negro in the Arts
 Committee for Peace and Brotherhood Festival in Philadelphia
 Committee for the Protection of the Bill of Rights
 Committee to Uphold the Bill of Rights

Committee for World Youth Friendship and Cultural Exchange
 Commonwealth College, Mena, Arkansas
 Communist Party, U. S. A., its subdivisions, subsidiaries
 and affiliates.
 Communist Political Association, its subdivisions, subsidiaries
 and affiliates, including:
 Alabama People's Educational Association
 Florida Press and Educational League
 Oklahoma League for Political Education
 People's Educational and Press Association of Texas
 Virginia League for People's Education
 Congress of American Revolutionary Writers
 Congress of American Women
 Connecticut Committee to Aid Victims of the Smith Act
 Connecticut State Youth Conference
 Council on African Affairs
 Council of Greek Americans
 Council for Jobs, Relief and Housing
 Council for Pan-American Democracy
 Croatian Benevolent Fraternity
 Dai Nippon Butoku Kai (Military Virtue Society of Japan
 or Military Art Society of Japan)
 Daily Worker Press Club
 Daniels Defense Committee
 Dante Alighieri Society (between 1935 and 1940)
 Dennis Defense Committee
 Detroit Youth Assembly
 Emergency Conference to Save Spanish Refugees (founding
 body of the North American Spanish Aid Committee)
 Families of the Baltimore Smith Act Victims
 Families of the Smith Act Victims
 Federation of Italian War Veterans in the U. S. A., Inc.
 (Associazione Nazionale Combattenti Italiani,
 Federazione degli Stati Uniti d'America)
 Finnish-American Mutual Aid Society
 Florida Press and Educational League (See Communist
 Political Association)
 Frederick Douglass Educational Center
 Freedom Stage, Inc.
 Friends of the New Germany (Freunde des Neuen Deutschlands)
 Friends of the Soviet Union
 Garibaldi American Fraternal Society
 George Washington Carver School, New York City
 German-American Bund (Amerikadeutscher Volksbund)
 German-American Republican League
 German-American Vocational League (Deutsche-Amerikanische
 Berufsgemeinschaft)
 Harlem Trade Union Council
 Hawaii Civil Liberties Committee

Heimuska Kai, also known as Nokubei Heieki Goshu Kai,
 Zaibel Nihonjin, Heiyaku Gimusha Kai, and Zaibei Heimusha
 Kai (Japanese residing in America Military Conscripts
 Association)
 Hellenic-American Brotherhood
 Hinode Kai (Imperial Japanese Reservists)
 Hinomaru Kai (Rising Sun Flag Society -- a group of Japanese
 War Veterans)
 Hokubei Zaigo Shoke Dan (North American Reserve Officers
 Association)
 Hollywood Writers Mobilization for Defense
 Hungarian-American Council for Democracy
 Hungarian Brotherhood
 Independent Socialist League
 Industrial Workers of the World
 International Labor Defense
 International Workers Order, its subdivisions, subsidiaries
 and affiliates
 Japanese Association of America
 Japanese Overseas Central Society (Kaigai Dobo Chuo Kai)
 Japanese Overseas Convention, Tokyo, Japan, 1940
 Japanese Protective Association (Recruiting Organization)
 Jefferson School of Social Science, New York City
 Jewish Culture Society
 Jewish People's Committee
 Jewish People's Fraternal Order
 Jikyoku Iinkai (The Committee for the Crisis)
 Joint Anti-Fascist Refugee Committee
 Joint Council of Progressive Italian-Americans, Inc.
 Joseph Weydemeyer School of Social Science, St. Louis,
 Missouri
 Kibei Seinen Kai (Association of U. S. Citizens of Japanese
 Ancestry who have returned to America after studying in Japan)
 Knights of the White Camellia
 Ku Klux Klan
 Kyffhaeuser, also known as Kyffhaeuser League (Kyffhaeuser
 Bund), Kyffhaeuser Fellowship (Kyffhaeuser Kameradschaft)
 Kyffhaeuser War Relief (Kyffhaeuser Kriegshilfswerk)
 Labor Council for Negro Rights
 Labor Research Association, Inc.
 Labor Youth League
 League of American Writers
 Lictor Society (Italian Black Shirts)
 Macedonian-American People's League
 Mario Morgantini Circle
 Maritime Labor Committee to Defend Al Lannon
 Massachusetts Minute Women for Peace
 Maurice Braverman Defense Committee

Michigan Civil Rights Federation
 Michigan School of Social Science
 Nanka Teikoku Gunyudan (Imperial Military Friends Group
 or Southern California War Veterans)
 National Association of Mexican Americans (also known as
 Asociacion Nacional Mexico-Americana)
 National Blue Star Mothers of America (not to be confused with
 the Blue Star Mothers of America organized in February 1942)
 National Committee for the Defense of Political Prisoners
 National Committee for Freedom of the Press
 National Committee to Win the Peace
 National Conference on American Policy in China and the
 Far East (a conference called by the Committee for a
 Democratic Far Eastern Policy)
 National Council of Americans of Croatian Descent
 National Council of American-Soviet Friendship
 National Federation for Constitutional Liberties
 National Labor Conference for Peace
 National Negro Congress
 National Negro Labor Council
 Nationalist Action League
 Nationalist Party of Puerto Rico
 Nature Friends of America (since 1935)
 Negro Labor Victory Committee
 New Committee for Publications
 Nichibei Kogyo Kaisha (The Great Fujii Theatre)
 North American Committee to Aid Spanish Democracy
 North American Spanish Aid Committee
 North Philadelphia Forum
 Northwest Japanese Association
 Ohio School of Social Sciences
 Oklahoma Committee to Defend Political Prisoners
 Oklahoma League for Political Education (See Communist
 Political Association)
 Original Southern Klans, Incorporated
 Pacific Northwest Labor School, Seattle, Washington
 Palo Alto Peace Club
 Partido del Pueblo of Panama (operating in the Canal Zone)
 Peace Information Center
 Peace Movement of Ethiopia
 People's Drama, Inc.
 People's Educational Association (Incorporated under name
 Los Angeles Educational Association, Inc.), also known as
 People's Educational Center, People's University,
 People's School
 People's Educational and Press Association of Texas
 People's Institute of Applied Religion
 People's Radio Foundation, Inc.
 Philadelphia Labor Committee for Negro Rights
 Philadelphia School of Social Science and Art
 Photo League (New York City)
 Political Prisoners' Welfare Committee

Polonia Society of the IWO
 Progressive German-Americans, also known as Progressive
 German-Americans of Chicago
 Proletarian Party of America
 Protestant War Veterans of the United States, Inc.
 Provisional Committee of Citizens for Peace, Southwest Area
 Puertorriquenos Unidos (Puerto Ricans United)
 Quad City Committee for Peace
 Revolutionary Workers League
 Romanian-American Fraternal Society
 Russian American Society, Inc.
 Sakura Kai (Patriotic Society, or Cherry Association--
 composed of veterans of Russo-Japanese War)
 Samuel Adams School, Boston, Massachusetts
 Santa Barbara Peace Forum
 Schappes Defense Committee
 Schneiderman-Darcy Defense Committee
 School of Jewish Studies, New York City
 Seattle Labor School, Seattle, Washington
 Serbian-American Fraternal Society
 Serbian Vidoudan Council
 Shinto Temples
 Silver Shirt Legion of America
 Slavic Council of Southern California
 Slovak Workers Society
 Slovenian-American National Council
 Socialist Workers Party, including American Committee
 for European Workers' Relief
 Socialist Youth League
 Sokoku Kai (Fatherland Society)
 Southern Negro Youth Congress
 Suiko Sha (Reserve Officers Association, Los Angeles)
 Tom Paine School of Social Science, Philadelphia, Pennsylvania
 Tom Paine School of Westchester, New York
 Tri-State Negro Trade Union Council
 Ukrainian-American Fraternal Union
 Union of American Croatsians
 Union of New York Veterans
 United American Spanish Aid Committee
 United Committee of Jewish Societies and Landsmanschaft
 Federations, also known as Coordination Committee of
 Jewish Landsmanschaften and Fraternal Organizations
 United Committee of South Slavic Americans
 United Harlem Tenants and Consumers Organization
 United May Day Committee
 United Negro and Allied Veterans of America
 Veterans of the Abraham Lincoln Brigade

Veterans Against Discrimination of Civil Rights Congress
of New York (See Civil Rights Congress)
Virginia League for People's Education (See Communist
Political Association)
Voice of Freedom Committee
Walt Whitman School of Social Science, Newark, New Jersey
Washington Bookshop Association
Washington Committee to Defend the Bill of Rights
Washington Committee for Democratic Action
Washington Commonwealth Federation
Washington Pension Union
Wisconsin Conference on Social Legislation
Workers Alliance (since April 1936)
Workers Party, including Socialist Youth League
Yiddisher Kultur Farband
Young Communist League
Yugoslav-American Cooperative Home, Inc.
Yugoslav Seamen's Club, Inc.

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: H. LYNN EDWARDS

Where Assigned: Administrative Personnel Section
(Division) (Section, Unit)

Payroll Title: Special Agent

Rating Period: from 4/1/53 to 3/31/54

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

HE

Rated by: [Signature] Asst Dir. 3/3/54
Signature Title Date

Reviewed by: [Signature] ASSISTANT DIRECTOR APR 30 1954
Signature Title Date

Rating approved by: [Signature] ASSISTANT DIRECTOR APR 30 1954
Signature Title Date

TYPE OF REPORT

(X) Official
(X) Annual

() Administrative
() 60-day
() Transfer
() Separation from service
() Special

4 MAY 4 1954

67-171084-186

Searched _____
Numbered _____

12 1954

38

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.

UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee H. LYNN EDWARDS Title Special Agent
Administrative Division Rating Period: from 4/1/53 to 3/31/54

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- | | |
|---|--|
| <p><u>+</u> (1) Personal appearance.
 <u>+</u> (2) Personality and effectiveness of his personal contacts.
 <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
 <u>✓</u> (4) Physical fitness (including health, energy, stamina).
 <u>+</u> (5) Resourcefulness and ingenuity.
 <u>+</u> (6) Forcefulness and aggressiveness as required.
 <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
 <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.
 <u>+</u> (9) Planning ability and its application to the work.
 <u>+</u> (10) Accuracy and attention to pertinent detail.
 <u>+</u> (11) Industry, including energetic consistent application to duties.
 <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
 <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.
 <u>0</u> (14) Technical or mechanical skills.
 <u>0</u> (15) Investigative ability and results:
 <u>+</u> (a) Internal security cases
 <u>+</u> (b) Criminal or general investigative cases
 <u>+</u> (c) Fugitive cases
 <u>+</u> (d) Applicant cases
 <u>+</u> (e) Accounting cases
 <u>0</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.
 <u>0</u> (18) Development of informants and sources of information.
 <u>+</u> (19) Reporting ability:
 <u>0</u> (a) Investigative reports
 <u>+</u> (b) Summary reports
 <u>+</u> (c) Memos, letters, wires
 (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)
 <u>0</u> (20) Performance as a witness.
 <u>+</u> (21) Executive ability:
 <u>+</u> (a) Leadership
 <u>+</u> (b) Ability to handle personnel
 <u>+</u> (c) Planning
 <u>+</u> (d) Making decisions
 <u>+</u> (e) Assignment of work
 <u>+</u> (f) Training subordinates
 <u>+</u> (g) Devising procedures
 <u>+</u> (h) Emotional stability
 <u>+</u> (i) Promoting high morale
 <u>+</u> (j) Getting results
 <u>0</u> (22) Ability on raids and dangerous assignments:
 <u>0</u> (a) As leader
 <u>0</u> (b) As participant
 <u>+</u> (23) Organizational interest, such as making of suggestions for improvement.
 <u>+</u> (24) Ability to work under pressure.
 <u>+</u> (25) Miscellaneous. Specify and rate:
 <u>+</u> Dictation ability
 <u>+</u> Automobile driving ability</p> |
|---|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Personnel Officer of Bureau

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk Man

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING : SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

H. LYNN EDWARDS
PERSONNEL OFFICER, GS-15
ADMINISTRATIVE DIVISION
EOD 2-10-41
ANNUAL PERFORMANCE RATING
APRIL 1, 1953 - MARCH 31, 1954

During the rating period Mr. Edwards has continued to perform his duties as Personnel Officer of the Bureau in an excellent manner.

During the year he received the following letters of censure:

April 14, 1953, failure of Personnel Section to prepare in advance a congratulatory letter and scroll to be presented to Lemuel H. Ferguson on the occasion of his completion of thirty years of service; April 28, 1953, eleven instances of inaccuracy found in a review of record cards set up covering service award letters; March 4, 1954, inexcusable negligence on part of employees of the Service Award Unit in failing to address an appropriate letter to Special Agent [redacted] on the occasion of his tenth anniversary in the Bureau; March 17, 1954, as a result of a survey made into handling of the Personnel Guidance Program, which reflected a number of delinquencies in supervision within the Administrative Division.

b6
b7C

None of the above censures were for shortcomings of Mr. Edwards in the personal performance of his duties but were because of certain employees in the Personnel Section not effectively performing their duties.

Mr. Edwards was commended on March 23, 1954, for valuable services rendered to the Bureau in connection with the survey of the grade GS-10 Special Agent position recently made by the Civil Service Commission.

Mr. Edwards consistently demonstrates his interest in the work of the Bureau. He has been exceptionally conscientious and painstaking in the performance of his duties as Personnel Officer. His sincere interest in, and appreciation of, the many problems confronting employees throughout the service merit the high degree of confidence placed in him. His ability to understand these problems and his untiring efforts to assist in solutions, together with his tact in handling the most delicate personnel matters, have been of invaluable service to the Bureau and its employees.

Due to his many contacts with representatives of the Civil Service Commission he has been able to guide Commission representatives in their audits of positions within the Bureau. He has been able to keep the Bureau abreast of many matters of interest due to his close liaison with such representatives.

He has performed an outstanding job in handling contacts with the Army, Navy and Air Force Medical Groups affording examinations to Special Agent personnel of the Bureau. Due to his contacts many services have been made available to Agent personnel by the above agencies which would not have been possible otherwise.

He has continued to perform long hours of voluntary overtime, being available day and night.

He is particularly conscientious concerning all of the duties performed in the Personnel Section and is constantly striving to insure that the duties performed in that Section are entirely satisfactory.

He has a deep loyalty to the Director and the Bureau and possesses the necessary qualifications to assume higher administrative and executive duties in the Bureau. I am well pleased with the manner in which he has performed his duties and feel that in his assignment as Personnel Officer he is doing an excellent job.

WBR

May 12, 1954

PERSONAL

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

Thank you so much for your letter of congratulations upon my Thirtieth Anniversary. Your kind remarks were most heart warming and I am deeply appreciative of your remembering me on this occasion.

With best wishes, I am

Sincerely,

W. J. Edwards

JEM:EH:b

Mr. Tolson _____
Mr. Boardman _____
Mr. Nichols _____
Mr. Belmont _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Rosen _____
Mr. Tamm _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Winterrowd _____
Tele. Room _____
Mr. Holloman _____
Miss Gandy _____

RECEIVED
DATE
BY

H. LYNN EDWARDS

May 10, 1954

Mr. Tolson	_____
Mr. Boardman	_____
Mr. Nichols	_____
Mr. Belmont	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Rosen	_____
Mr. Tamm	_____
Mr. Tracy	_____
Mr. Mohr	_____
Mr. Winterrowd	_____
Tele. Room	_____
Mr. Holloman	_____
Miss Gandy	_____

Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

As one of your Bureau employees, I feel particularly privileged to be able to congratulate you on your 30th anniversary as Director of the Federal Bureau of Investigation which you celebrate today.

In this turbulent era when even fundamentals seem to be threatened with change, it is comforting that the high standards you defined for the Bureau 30 years ago have been its "ten commandments" with inexorable constancy. In my humble opinion, the FBI under your leadership has been truly like the parabolic "grain of mustard seed" and I am confident historians will have no difficulty assigning you and the great institution you have fashioned to an exalted spot in American, not to mention world, history.

For the public good, I trust you will see fit to continue as Director for many years to come.

Sincerely yours,

Lynn Edwards
Lynn Edwards

advised 5/12/54

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: June 8, 1954

FROM : J. P. Mohr

SUBJECT: REPLACEMENTS FOR PERFORMANCE RATING
BOARD OF REVIEW AND EFFICIENCY AWARDS COMMITTEE

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____
Trotter _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

Prior to the retirement of Mr. Glavin on May 28, 1954, he had served as the Agency member of the Bureau's Performance Rating Board of Review and Mr. Tracy, prior to his retirement, served as alternate for Mr. Glavin. In addition, Mr. Quinn Tamm has been serving as the Agency representative, as distinguished from member, of the Performance Rating Board of Review.

You will recall that the Performance Rating Board of Review was set up in accordance with the provisions of the Performance Rating Act of 1950 as implemented by the Civil Service Commission. The purpose of the Board is to review the rating of any employee wherein an appeal has been made by the employee in connection with the rating afforded him. The purpose of the Agency member is to represent the Bureau on the Board whereas the Agency representative is responsible for presenting the Bureau's side of the case if an appeal should be filed. To date there have been no appeals to the Board by any Bureau employee.

The Civil Service Commission was advised by letter dated June 17, 1952, that Messrs. Glavin, Tracy and Tamm would serve in their respective capacities for an indefinite period.

In addition to Mr. Glavin's membership on the Performance Rating Board of Review he also had been designated by the Director to serve as a member of the Efficiency Awards Committee of the Department. A memorandum from Mr. S. A. Andretta, Administrative Assistant Attorney General, to all employees of the Department dated August 17, 1953, contained information to the effect that a new Efficiency Awards Committee had been established. This memorandum listed the Assistant Director, Administrative Division, FBI, Mr. W. Richard Glavin as a member of the new Efficiency Awards Committee.

RECOMMENDATIONS

In view of the recent retirement of Messrs. Glavin and Tracy the following recommendations are submitted: (1) That the Civil Service Commission be advised that I, as the Assistant Director

JPM:ak
Attachments (2)

RECEIVED - WORKS

RECEIVED - WORKS

RECORDED-38

INDEXED-38

EX-130

of the Administrative Division, have been designated to replace Mr. Glavin as the Agency member of the Performance Rating Board of Review and that Mr. Quinn Tamm has been designated to replace Mr. Tracy as the alternate.

(2) That the Civil Service Commission be advised that Mr. L. Edwards, Personnel Officer, Administrative Division, has been designated to replace Mr. Tamm as the Agency representative.

(3) It is further recommended that the Department be advised that I, as the Assistant Director of the Administrative Division, have been designated to replace Mr. Glavin as the Bureau's member of the Efficiency Awards Committee. If you approve, appropriate letters to the Civil Service Commission and to the Department are attached.

J. P. [Signature]

OK Mr.
J. P. [Signature]
[Signature]
[Signature]

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

June 14, 1954

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO

FILE BAR:HS

AND DATE OF THIS LETTER

Honorable John Edgar Hoover
Director, Federal Bureau of Investigation
United States Department of Justice
Washington 25, D. C.

Mr. Tolson	
Mr. Boardman	
Mr. Nichols	
Mr. Belmont	
Mr. Ladd	
Mr. Clegg	
Mr. Glavin	
Mr. Harbo	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

H. L. Edwards
Department

Dear Mr. Hoover:

This is to acknowledge your letter of June 9, 1954, directed to Mr. Philip Young, Chairman, United States Civil Service Commission relative to the statutory performance rating board of review for the Federal Bureau of Investigation.

It is noted that Mr. John P. Mohr has been designated to serve as Department Member and Mr. Quinn Tamm as Alternate Department Member for the Board.

It is also noted that Mr. H. L. Edwards has been designated to serve as Department Representative.

The records of the Commission have been made to reflect these changes.

Sincerely yours,

[Redacted Signature]

Board of Appeals and Review

67-129391-173

SEARCHED

INDEXED

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28

JUN 12 11 08 AM '54

EBT

RECEIVED - 1053

JUL 2 1954

EX-100 PROC
JUN 15 1954
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b7C

June 7, 1954

Honorable Philip Young
Chairman
U. S. Civil Service Commission
Washington 25, D. C.

RE: PERFORMANCE RATING BOARD OF REVIEW

My dear Mr. Young:

With further reference to my letter dated June 17, 1952, concerning the membership of the FBI Performance Rating Board of Review, you are advised that Mr. F. E. Glavin, the Agency member of the Board and Mr. S. J. Tracy, the alternate Agency member, have recently retired from the service of the Federal Bureau of Investigation. Accordingly, Mr. John F. Kehr has been designated to replace Mr. Glavin as Agency member and Mr. Quinn Tamm has been designated to replace Mr. Tracy as alternate. Since Mr. Tamm had been serving as Agency representative prior to his designation as alternate Agency member it is necessary to designate a new Agency representative and Mr. H. L. Edwards has been so designated.

The above is submitted for your information.

Sincerely yours,

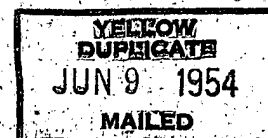
John Edgar Hoover
Director

ORIGINAL FILED IN 67-15241-434

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____
Trotter _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

EJI:bak

136
JUN 9 1954



RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

6/15/54

I certify that I have received the following Government property for official use:
~~returned~~

Handbook for Personnel Assistants and Counselors #20

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

67-200-1000-1000
RECORDED-3

File
3/7M-7ME7

Very truly yours,

H. L. Edwards
H. L. Edwards, SA

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have ~~received~~ the following Government property for official use:
returned

Key to closet in 5261

2 filing cabinet keys

JUN 80
READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

File
3/m/WAO
Very truly yours,

H. Lynn Edwards
H. Lynn Edwards, SA/*lwb*

TO : MR. GLAVIN

FROM : N. P. Callahan

SUBJECT: AVAILABILITY OF SPECIAL AGENT PERSONNEL

DATE: May 19, 1954

Reference is made to SAC Letter 54-25, dated May 14, 1954, setting forth the present Bureau policy regarding the requests for transfer for personal reasons. Further, the SAC Letter points out that the Bureau should be advised by May 24, 1954, of those Agents who do not consider themselves available for assignment wherever their services may be needed.

Please be advised that the following Special Agents, assigned to the Administrative Division, have reviewed the contents of SAC Letter 54-25 and have stated that they are available for assignment anywhere their services are needed:

Adams, J. B.
Benjamin, G. G.

Callahan, N. P.
Cavanaugh, J. I.
Clark, W. E.
Davidson, C. R.
Davidson, L. L.
Edwards, H. L.
Gauthier, L. J.
Gunsser, A. P.
Hereford, F. D.

Hunsinger, R. J.

Hyde, W. S.
Ingram, E. J.
Johnson, J. S.
*Leishear, W. E.
McDaniel, N. E.
Morrell, D. C.
Nally, T. J.
Renneberger, R. C.
Rogers, C. L.
Smith, C. Q.
Tavel, W. S.

b6
b7C

Travers, P. G.

*As you know, Mr. Leishear is presently on limited duty and he is receiving treatments at the U. S. Naval Hospital, and he has stated that otherwise he is available for assignment wherever his services are needed.

PGT: bja

30 JUN 18 1954

ORIGINAL FILED IN 62-00001-1746

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: July 21, 1954

FROM : H.L. Edwards *HW*

SUBJECT: *0*
H. LYNN EDWARDS
Special Agent
Personnel Officer

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Glavin _____
Harbo _____
Rosen _____
Tamm _____
Tracy _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

For your information on Thursday, July 15, 1954, while on official business in my personally owned car I over parked at a meter on 15th Street between New York Avenue and H Streets, NW and received a ticket for which I have paid the customary \$3.00 fine at Precinct No. 3.

In my contact with the Precinct no mention was of course made of my employment with the Bureau.

This is submitted for information purposes only.

HLE:ep

RECORDED - 86

67-171084-188

JUL 26 1954

HW

52
JUL 26 1954

FIELD FIREARMS TRAINING RECORD

SPECIAL AGENT

Edwards, H. Lynn

3 da 30 pr 1 sy
1 rifle
2 mag
FD-40
3-25-47

OFFICE	MO. YR.	HS	PPC	SG	.30	MG	GAS	RD	RP	QUALI- FIED
<i>A. G.</i>	7/49	87	94	100						✓
	9/49	88	94		98	75				
						100				100
	5/50	85	93	100	81	88				100
		92	93	100		96				100
	9/50	82	91	100	89	98				
		90	96			94				
			98							
	5/51	84	95		82	68				
	MU	94	95	100		94				
	8/51	98	94	100		54				
	9/51	98	95		96	80				
	4/52	94	97		87	74				
		96	93	100		86				
<i>M. V.</i>	10/52	100	96			70				
		90	94							
	12/52								✓	
<i>IN SERVICE</i>	3/53	<i>Daction</i> 96	97		82	98				
	6/53	82	97	100	93	82				✓
<i>MU</i>	7/53	86	88			84				
<i>MU</i>	9/53	80	98	100		92				
	4/54	90	96			82				
	5/54									
	6/54									
	10/54									

IN NEW SHEET

8 OCT 14 1954

FILE
ENG
1088

Mr. Mohr

9-13-54

H. L. Edwards

BIWEEKLY CONFERENCE TO CORRELATE
PERSONNEL MATTERS AMONG THE VARIOUS DIVISIONS

You will recall the Director's memorandum of August 27, 1954, addressed to all Seat of Government officials advising them that biweekly conferences would be held in the Administrative Division by the Personnel Officer with representatives of the various Seat of Government divisions designated by them; such conferences to have the purpose of promoting greater correlation and coordination through discussions of various personnel matters affecting all divisions.

Each Assistant Director has now submitted the names of the Special Agent representative for his division as well as the clerical representative in those divisions other than the Training and Inspection Division and the FBI Laboratory. The names submitted are as follows:

122106-375
67-
Identification Special Agent R. C. Anderson, EOD 9-22-36, GS-14, \$9600. [redacted] Personnel Clerk (Employee Relations), EOD 10-15-34, GS-8 \$5245

Training & Inspection Special Agent P.H. Stoddard, EOD 7-1-40, GS-13, \$8360

Administrative Special Agent H. L. Edwards, Personnel Officer, EOD 2-10-41, GS-15, \$11,050 - Alternate: W.S. Tavel, Special Agent, EOD 9-8-41, GS-14, \$9600 Miss Hilda Guigon, Administrative Clerk, EOD 8-4-24, GS-9, \$5560

Records & Communications Special Agent Lester E. Short, EOD 6-16-41, GS-14 \$9800 [redacted] Personnel Clerk (Employee Relations) EOD 2-7-33, GS-8 \$5120

Domestic Intelligence Special Agent Emory M. Gregg, EOD 9-14-42, GS-14, \$9800 [redacted] Clerk-stenographer, EOD 12-5-34 GS-7, \$4955

Investigative Special Agent Roy E. Wood, EOD 1-3-42, GS-14, \$9800 [redacted] Secretary-stenographer, EOD 8-10-42, GS-6, \$4170

Laboratory Special Agent R. C. Feehan, EOD 1-10-35, GS-14, \$9600

HLE:ep

15
12 OCT 13 1954b6
b7c

Copy 46

The first of these meetings will be held Friday afternoon, September 17, 1954 at 2:30 P.M., and successive meetings according to instructions will be held at two-weekly intervals thereafter.

The foregoing is submitted for information purposes.

OK
JPM
9/13

August 4, 1954

[redacted]
[redacted] National Science Foundation
Washington 25, D. C.

Dear [redacted]

I have your letter of July 20, 1954 addressed to the Attorney General concerning the current study of the Foundation of the Nation's efforts and needs in the field of science covering activities of the Federal and State government in both the natural and social sciences.

b6
b7C

Pursuant to your request for the designation of a liaison representative, Mr. H. Lynn Edwards has been designated for the Federal Bureau of Investigation and [redacted] for the Immigration and Naturalization Service. Mr. Edwards may be reached on Code 175, Extension 887, and [redacted] on Code 1237, Extension 301.

On behalf of the Attorney General I wish to assure you of our full cooperation and interest in the study which you are making.

Sincerely yours,

s. [redacted]
Acting Administrative
Assistant Attorney General

62-86413-17
SF-54 removed
& sent to Voucher-
Stat. 7-11-67
mes

15
OCT 14 1954

H. LYNN EDWARDS
Personnel Officer
Administrative Division
EOD 2-10-41
GS-15, \$11,050

ASSISTANT DIRECTOR MOHR: Mr. Edwards is presently Personnel Officer of the Bureau. He has been assigned to the Administrative Division since June 2, 1943.

He is an excellent employee, has an excellent knowledge of his duties and responsibilities as Personnel Officer of the Bureau, and I rate him as one of the most outstanding employees of the Bureau. He is extremely conscientious, loyal, and has a tremendous insight into the problems which arise in an organization the size of the Bureau. His every effort is directed toward the solution of any problems which arise and he exercises the best of judgment in his recommendations and arriving at solutions to the problems presented to him.

I not only feel that he should be continued in his present position as Personnel Officer of the Bureau because of the excellent job he is doing but I also feel that he has capacity for further advancement and more responsibility in an executive position in the Bureau.

INSPECTOR STRONG: Mr. Edwards has been assigned to the Personnel Section for several years and has been Personnel Officer since April 1947. He is conscientious and appears to be qualified for his present assignment. He has no problems and is interested in advancement. He is available but prefers his present assignment.

INSPECTION REPORT
ADMINISTRATIVE DIVISION
INSPECTOR F. H. STRONG
AUGUST 6, 1954
JPM:mfs

17 AUG 12 1954

[Handwritten signature]
3-
2-MS

October 6, 1954

PERSONAL AND CONFIDENTIAL

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

As a result of a review and analysis of the facts relating to the excessive delay in the final submission of a memorandum recommending action to be taken in response to a letter from the Los Angeles Police Department requesting information with respect to the Bureau's position classification of fingerprint positions it has been noted that this matter was handled in the Personnel Section and was under your general supervision as Personnel Officer. As you know, there was a delay of two weeks before the memorandum recommending appropriate action was finally submitted and during this time the matter came to your attention and you instructed that a change be made in the originally proposed action.

It was incumbent upon you thereafter to exercise the necessary supervision and to follow upon the handling of the memorandum in order to insure that no unnecessary delay transpired. You failed to do this and, accordingly, it is desired to point out to you that in the future you will be expected to give more careful attention to such problems and to take appropriate action to prevent any similar delays in responding to correspondence to the Bureau.

Very truly yours,

John Edgar Hoover
Director

CC: Mr. Mohr (Personal Attention)

Olson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Tracy _____
Tele. Room _____
Holloman _____
Gandy _____

JIC'ggs

OCT 15 1954

RECEIVED READING ROOM
OCT 6 3 52 PM '54
171-6-84-189
OCT 13 1954
FEDERAL BUREAU OF INVESTIGATION

October 11, 1954

~~Personal and Confidential~~

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

I am taking this means to tell you how gratified I am with the highly complimentary report the Bureau has received from the Civil Service Commission on their post audit of Bureau positions as I am aware this project was carried through under your very fine supervision.

To have accomplished this splendid job required the wholehearted cooperation and enthusiasm of those employees of the Classification Unit and it is certainly a tribute to your splendid leadership and intelligent guidance. I am happy to commend you.

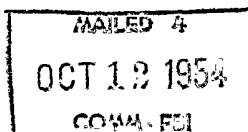
Sincerely yours,

U. Edgar Hoover

cc: Mr. Mohr (Personal Attention)

LRH:ed
67-171084

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____



UNITED STATES GOVERNMENT

TO : Mr. H222

DATE: 10-4-54

FROM : H. L. Edwards *HLE*

SUBJECT: LETTER FROM LOS ANGELES CHIEF OF
POLICE W.H. PARKER REQUESTING
FINGERPRINT JOB CLASSIFICATION INFORMATION

Tolson
Boardman
Belmont
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Mohr
Winterrowd
Tele. Room
Holloman
Gandy

This memorandum is submitted to answer the Director's inquiry as to why it took over two weeks to acknowledge a letter dated September 10, 1954, from the Office of Chief of Police W.H. Parker, Los Angeles, requesting information concerning the Bureau's job classification of fingerprint positions as well as work production standards covering fingerprint work, it being noted that the Bureau's reply went through by cover memorandum dated September 28, 1954.

Letter first routed by Records Section and received in Identification Division on September 14, and by routing slip of same date Special Agent Supervisor G.J. Engert of the Identification Division routed it to Special Agent Supervisor L.L. Davidson of the Position Classification Unit in the Administrative Division requesting that Mr. Davidson phone him in it. Upon receipt by Davidson on September 15, he called Engert that morning and it was agreed the acknowledgement should be prepared by the Administrative Division but Engert wanted certain information incorporated in the reply concerning Chief Parker's inquiry on Identification Division fingerprint work production standards Davidson, pursuant to existing procedure in communicating with police departments, checked with Crime Records Section concerning our relationships with Chief Parker and was advised that the relationship has not been good and that current instructions require that there be no contact with Parker without prior Bureau authority in view of his criticism of the Bureau's civil rights investigations and his critical attitude toward the Director. Crime Records Section suggested using a blue notepaper letterhead addressed to Chief Parker but to have the letter delivered by the SAC. Accordingly Davidson assembled the detailed fingerprint information consisting of two typewritten pages of technical information concerning fingerprint classification standards of the Civil Service Commission as applied to the Bureau fingerprint jobs and this together with the cover memorandum outlining the situation at the Los Angeles Police Department and the proposed letter dated Monday, September 20 to Chief Parker was transcribed and forwarded to me for review and initialing on Friday, September 17. It was reviewed by me on Saturday, September 18, and returned to Davidson on "see me" because of my disagreement with the use of blue notepaper letterhead or any letter to Chief Parker over the Director's signature and also

Attachments
cc: Mr. Cavanaugh
HLE:ep

RECEIVED - WORK

RECEIVED - WORK

18 OCT 25 1954

because of desire to check all information being given out with the classification people at the Civil Service Commission to make certain it was current, I having been recently informed that Civil Service Commission was working on revision of certain of the job standards. Returned material received by Davidson, Monday September 20, discussed with me Tuesday September 21. Efforts made to check with [redacted] contact at Civil Service Commission, which could not be done until Friday, September 24, because of her absence from Commission on "special". Letter redictated by Davidson Monday September 27 in form of no letter to Los Angeles Police Department and in lieu thereof sending all material to SAC, Los Angeles with instructions to personally handle. Material returned to me September 28 by Mr. Mohr to amend form of handling by instructing SAC at Los Angeles to deal directly with Captain [redacted] of the Records and Identification Division of the Los Angeles Police Department who is in Chief Parker's office and who had signed the letter from Parker. Amendment made same date (September 28) and material went through after review by Mr. Mohr, Mr. Trotter for the Identification Division, Mr. Sizoo of Mr. Tolson's Office and Mr. Holloman of the Director's Office.

b6
b7C

I definitely feel there was too much delay in handling this matter although there are certain mitigating factors consisting of the strained relation between Chief Parker and the Bureau creating certain problems as to the most desirable way of handling the matter as well as the fact that information requested by him was highly technical and subject to change which made it most essential that we assure ourselves of the current accuracy of the information, nevertheless I believe the necessity for prompt acknowledgement of all communications should have been more completely appreciated by Special Agent Supervisor Davidson in making certain that he called my attention to the "see me" on Monday September 20 when he first received it rather than delaying until the following day; and by myself, in not having followed this matter to insure that the necessary information was immediately secured and the necessary changes immediately made so that the letter could go out at the earliest possible time. I have discussed this matter with Mr. Davidson and I myself realize fully the inexcusable delay which I am partially responsible for but I still believe that both Supervisor Davidson and myself should receive letters of censure for this delay and I so recommend.

At [redacted]

For [redacted]
10/4
yes
10/4
yes
10/4

PERMANENT BRIEFS OF THE FILES OF H. L. EDWARDS AND L. L. DAVIDSON ARE ATTACHED.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 10-6-54

FROM : H. L. Edwards *HL*SUBJECT: POSITION CLASSIFICATION MATTERS
Formal Report of Civil Service Commission's
Post Audit of Bureau Positions

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

There is attached a detailed memorandum analyzing the final report of the Civil Service Commission's post audit of Bureau position classifications which was transmitted to us by the Department under cover memorandum of September 29, 1954, requesting that we advise them no later than October 15 of any action we contemplate so that the Department might prepare an overall reply to the Commission. Also summarized in the attached memorandum is the Commission's report of inspection of the entire Department (other than the FBI) which I secured on a strictly confidential loan from a contact at the Commission and which is highly critical of practically all phases of the personnel management program of the Department proper and of certain phases of the program of the other parts of the Bureaus in the Department other than the FBI. The Commission expressly states it did not conduct any inspection of the Bureau because our positions are excepted from the competitive service by law. The report covering the position classification matters consisted of two parts, one of which was the survey of the Special Agent GS-10 position and which was transmitted to us several months ago from the Department (This you will recall arose from a complaint made by the Treasury Department because they could not recruit investigators in GS-10. The Commission report showed and the Civil Service Commission Chairman stated that the agent position is correctly classified in GS-10 to which the Director noted "This is good news. The Treasury Department lost its present battle to cut us down but they will try again"); the other report just received is the post audit report covering a representative post audit of 4,964 positions at the Seat of Government and 567 positions in Washington Field Office. No positions found improperly graded and only action taken was submission of five new descriptions all because of recent changes in organizational setup or work assignments, none affecting existing grade. The Commission was very complimentary of Bureau's position classification operations and program.

Only pending items are: (1) request which we made of Civil Service Commission in August, 1954, for an exception to the adoption of the S-912 uniform standardized personnel record and file system which was covered in previously submitted memorandum and (2) Commission had requested Commission and being closely followed by us and (2) Commission had requested Bureau to place selected number of positions in supervisory positions in field rolls. Such positions to be those occupied by agents where assignments require substantial continuity of incumbent such as specialized

Attachment
HLE:ed

RECEIVED - MOHR OCT 10 - 1954

12 NOV 2 1954

scientific positions in the Laboratory, specialized positions in Training and Inspection Division and section chief positions. Bureau previously approved having this done at Commission request and division heads have submitted proposed descriptions which Commission has not yet reviewed or furnished advisory opinion regarding proper grade. These being closely followed with Commission.

RECOMMENDATIONS: (1) That a memorandum be sent to Andretta advising him that there is no classification action necessary by the Bureau and that our requested exception to the adoption of the S-812 system is awaiting further action by the Commission.

(2) That a notepaper letter from the Director be sent to [redacted] of the Commission who was the inspector who conducted the entire survey and post audit and has been a splendid contact working very diligently on this entire matter with the Bureau's best interests completely at heart. Her survey and post audit represented approximately four months of intermittent work.

(3) That letters be sent to Chairman of the Civil Service Commission, Philip Young, and head of the Commission's Division of Inspection and Classification Audits, [redacted] transmitting copies of our letter to [redacted] and also expressing appreciation for the valuable advice and cooperation of the Commission's inspection staff and particularly [redacted] a very good Bureau contact who was instrumental in assigning [redacted] to this post audit, gave us considerable off-the-record advice and is now handling the super grade positions currently

pending at the Commission).

*Agree ✓
JFM
10/16
JFM 11/16*

(4) That letters of appreciation for their efforts which resulted in such a complimentary report be sent to Agent Supervisor L.L. Davidson and Clerical Supervisor [redacted] of the Classification Unit and through them to all clerical employees in the Classification Unit.

*Agree
10/11/54
JFM*

*Agree and recommend T.H. Edwards,
Personnel Officer, be commended for
his fine supervision and decisions
on this project.*

JFM

✓

10/16

OK.

b6
b7C

Upon approval the necessary action will be promptly prepared.

HENRY R. PEAR, M. D.

10 A. M. to 12 M. & 4 to 6 P. M.

Thurs. A. M. Sat. & Sun.

By Appointment

400 Pennsylvania Avenue, S. E.

Washington, D. C.

Phone: LI. 3-7427

If No Answer Call RE. 7-6100

Name

R

H. Lynn Edwards

Address

Please continue

same Rx.

der 30 mgm contact
8-9-54
O.K.
8-9-54
8-9-54

Date

1037

8/9/54 H. R. Pear

M. D.

Refill 0-1-2

HEALTH SERVICE

10 A. M. to 12 M. & 4 to 6 P. M.

Thurs. A. M. Sat. & Sun.

By Appointment

HENRY R. PEAR, M. D.

400 Pennsylvania Avenue, S. E.

Washington, D. C.

Phone: LI. 3-7427

If No Answer Call RE. 7-6100

Name

H. Lynn Edwards

R

H. R. Pear

Please continue same

in rx. to inject as for
Mr. Lynn Edwards.

Thank you very much.

Date

10370

7/31/54

H. R. Pear

Refill 0-1-2

HEALTH SERVICE
M. D.

b6
b7C

HENRY R. PEAR, M. D.
10 A. M. to 12 M. & 4 to 6 P. M.
Thurs. A. M. Sat. & Sun.
By Appointment
400 Pennsylvania Avenue, S. E.
Washington, D. C.
Phone: LI. 3-7427
If No Answer Call RE. 7-6100

Name H. Lynn Edwards Address _____

R

Dear [REDACTED]

Please give
Mr. Lynn Edwards 2 c.c of
Vit B₁₂ (Bottle furnished)
intramuscularly daily at your
convenience. Thank you very much.
Diagnosis: Secondary Anemia, mild.
Date 10870 7/24/54. Refill 0-1-2 H. R. Pear M.D.

b6
b7C

JAN 17 1955

38mef

February 10, 1955

PERSONAL

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

I did want to take this occasion to extend to you my best wishes and congratulations upon your fourteenth anniversary with the Bureau. You have contributed much to the Bureau's growth these many years and I am indeed proud to have you as one of my associates.

Sincerely,

J. Edgar Hoover

SENT FROM D. O.
TIME 5:15 PM
DATE 2/12/55
BY [Signature]

67- 191
FEB 11 1955
[Signature]

JEH:eh

55 FEB 15 1955

H. Lynn Edwards

RADIOGRAPHIC REPORT

Film No. 805-55

1-14-55

Examination of the chest reveals the heart
& lungs to be normal

USNH, NMMC, Bethesda, Md.

ELECTROCARDIOGRAM RECORD

No. 11928

1-14-55

Precordial Leads (Specify)
Upright T in leads V1 thru V6.

Normal Electrocardiogram

USNH Bethesda, Maryland

noted in file
Chas. J. Smith
55 JAN 21 1955

CANOT RECORDED
3/1/55
J. H. Jones

H. LYNN EDWARDS

February 11,

Mr. Tolson ✓
Mr. Boardman ✓
Mr. Nichols ✓
Mr. Belmont ✓
Mr. E.A. Tamm ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tamm ✓
Mr. Sizoo ✓
Mr. Winterrowd ✓
Tele. Room ✓
Mr. Holloman ✓
Miss Gandy ✓

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D.C.

Dear Mr. Hoover:

Yesterday's personal note from you on my fourteenth year in the Bureau was again the highlight of the day and I shall never forget your thoughtfulness. For me, each anniversary strengthens my feeling that working for you has been a rare privilege and a sacred trust which I prize more highly with each passing day.

In my humble opinion, the example of stewardship and leadership you have set and the wisdom, knowledge and understanding which you have constantly provided will always transcend and defy human evaluation. It is my daily hope that my work performance will prove that the lessons you teach are bearing fruit. I trust my words, deeds, and thoughts might never disqualify me for a place on your Bureau team.

Respectfully yours,

H. Lynn Edwards

RECORDED-146

67-1110-1-192
Searched _____
Numbered 34
5 FEB 15 1955
FEDERAL BUREAU OF INVESTIGATION

55 FEB 16 1955

DIRECTOR

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME EDWARDS, H. (oward) LYNN			2. GRADE AND COMPONENT OR POSITION SA		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. PURPOSE OF EXAMINATION ANNUAL		6. DATE OF EXAMINATION MAR 9, 1955	
7. SEX	8. RACE CAU	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT	
12. DATE OF BIRTH 14 MAY 1915		13. PLACE OF BIRTH PE'NA		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS N.N.M.C.				16. OTHER INFORMATION		

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
	NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)	

NORMAL	ABNOR- MAL	(Check each item in appropriate col- umn; enter "N. E." if not evaluated)
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
X		23. DRUMS (Perforation)
X		24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
X		25. OPHTHALMOSCOPIC
X		26. PUPILS (Equality and reaction)
X		27. OCULAR MOTILITY (Associated parallel move- ments, nystagmus)
X		28. LUNGS AND CHEST (Include breasts)
X		29. HEART (Thrust, size, rhythm, sounds)
X		30. VASCULAR SYSTEM (Varicosities, etc.)
X		31. ABDOMEN AND VISCERA (Include hernia)
	X	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (Strength, range of motion)
	X	36. FEET
X		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
X		38. SPINE, OTHER MUSCULOSKELETAL
	X	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X		40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (Equilibrium tests under item 72)
NR		42. PSYCHIATRIC (Specify any personality deviation)
Females only		(Check how done)
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

32. Skin tags

2 comp.

36. Pes planus - 3rd. degree
with weak long. arch.

39. As before - Appendectomy
(transverse incision)

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively) O.—Restorable teeth X.—Missing teeth (6 X 8).—Fixed bridge, brackets to include abutments I.—Nonrestorable teeth XXX.—Replaced by dentures																REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES																																																																							
<table><tr><td rowspan="2">RIGHT</td><td>X</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td></td><td></td><td>X</td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td rowspan="2">LEFT</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>24</td><td>23</td><td>22</td><td>21</td><td>20</td><td>19</td><td>18</td><td>17</td><td>16</td></tr><tr><td>32</td><td>31</td><td>30</td><td>29</td><td>28</td><td>27</td><td>26</td><td>25</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																RIGHT	X		X	X									X			X		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	LEFT									24	23	22	21	20	19	18	17	16	32	31	30	29	28	27	26	25										Calculus Type III Class I 171084-193 SEARCHED	
RIGHT	X		X	X									X				X																																																																						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17																																																																						
LEFT									24	23	22	21	20	19	18	17	16																																																																						
	32	31	30	29	28	27	26	25																																																																															

45. URINALYSIS: SP. GR. 1.020			46. CHEST X-RAY (Place, date, film number, result) NEGATIVE 43148		47. SEROLOGY (Specify test used and result) 4 MAR 18 1955	
ALBUMIN NEG	SUGAR NEG	MICROSCOPIC NEG	49. BLOOD TYPE AND RH FACTOR 70		50. OTHER TESTS	
48. EKG NORMAL						

55 MAR 22 1955

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 5' 9 $\frac{1}{2}$ "		52. WEIGHT 166		53. COLOR HAIR		54. COLOR EYES		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP.	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 106 DIAS. 64		RECUM-BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 80		AFTER EXERCISE		2 MIN. AFTER	
59. DISTANT VISION		60. REFRACTION		61. NEAR VISION							
RIGHT 20/ 30		CORR. TO 20/ 20		BY lenses S. CX				CORR. TO		BY	
LEFT 20/ 30		CORR. TO 20/ 20		BY S. CX				CORR. TO		BY	
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION				64. COLOR VISION (Test used and result)				65. DEPTH PERCEPTION (Test used and score)			
RIGHT LEFT				N				UNCORRECTED			
								CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS			
								69. INTRAOCULAR TENSION			
70. HEARING		71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)	
RIGHT WV 15 /15 SV 15 /15		250 500 1000 2000 3000 4000 8000 250 512 1024 2048 2896 4096 8192									
LEFT WV 15 /15 SV 15 /15		RIGHT									
		LEFT									

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (Check)

☒ IS☐ IS NOT

QUALIFIED FOR

Strenuous physical exertion and use of firearms.

PHYSICAL CATEGORY

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

/s/

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

/s/

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF AT-
TACHED SHEETS

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME

EDWARDS, HOWARD LYNN

REGISTER NO.

FBI

WARD NO.

STAFF CL.

AGE

SEX

(Check one)

40

M

☐ BEDSIDE, WHEELCHAIR;
OR STRETCHER

☐ BED
PATIENT

☐ AMBULATORY

EXAMINATION REQUESTED

CHEST PA AND LAT

REQUESTED BY

DATE OF REQUEST

1-14-55

(Above space for mechanical imprinting, if used)

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

Daily exercises - arm - since Jan - Suspect a Myositis Intercostalis.

b6
b7C

FILM NO. 805-55

DATE OF REPORT

RADIOGRAPHIC REPORT

15 JAN 1955 Examination of the chest reveals the heart
and lungs to be normal

b6
b7C

LT MC USN

SIGNATURE: (Specify location of laboratory if not part of requesting facility)

USNH, NNMC, BETHESDA MD.

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

GPO c9-16-53908-5†

Standard Form 519A (Rev. Aug. 1954)
Promulgated by Bureau of the Budget
Circular A-32 (Rev.)

RADIOGRAPHIC REPORT

67-171084-193

ATTACHMENT TO STANDARD FORM 88
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form **need** not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is qualified for strenuous physical
(is or ~~is not~~)
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

No
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL

None
12/14/55
[Signature of Medical Examiner]

[Date]

b6
b7c

121684-15

March 17, 1955

PERSONAL AND CONFIDENTIAL

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

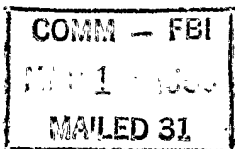
The Bureau has noted that during the past nine weeks you have reviewed and approved five items of outgoing mail containing errors which you failed to detect. It is apparent that you have not been discharging your responsibilities in this regard with sufficient attention to detail and accuracy.

As you are undoubtedly aware, it is imperative that official correspondence be free from errors. Accordingly, you will be expected to perform this phase of your duties with more care in the future so that it will not again be necessary to point out to you such shortcomings on your part.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director



DCM:k1m
(4)

CC: Mr. Mohr. (Personal Attention)

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

Note: This letter is based on memorandum from J. P. Mohr to Mr. Tolson dated 3-11-55, ERC:akc.

55 MAR 24 1955

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: March 11, 1955

FROM : J. P. MOHR

SUBJECT: H. LYNN EDWARDS
Personnel Officer
Administrative Division

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

ERRORS IN CORRESPONDENCE

During the past nine weeks Mr. Edwards has initialed five items of correspondence containing errors. Three of the errors were strictly typographical in nature and two occurred when the stenographer indicated an incorrect middle initial of a Congressman and Mr. Edwards failed to detect it.

Although Mr. Edwards handles a heavy volume of work on a daily basis, I feel that he has not afforded the processing of signature mail the proper attention it deserves. He has assured me that he fully understands that signature mail should be carefully read prior to approval and that he will do everything possible in the future to detect errors in correspondence.

Mr. Edwards is an excellent employee and I am sure that he will wholeheartedly do his very best to avoid these mistakes in the future.

RECOMMENDATION:

That Mr. Edwards receive a letter of censure for initialing five items of correspondence containing errors during the past nine weeks.

J. P. Mohr

OK
4.
3-11

7-4
Feb 29 11

Yes
H.

67-171054-195
SEARCHED _____
INDEXED _____
FILED _____
6 MAR 23 1955
RECEIVED _____

A PERMANENT BRIEF OF MR. EDWARDS' FILE IS ATTACHED.

Attachment
ERC:akc
(2)

55 MAR 24 1955

March 25, 1955

Lieutenant [REDACTED]
Chief
Staff Clinic
National Naval Medical Center
Bethesda 14, Maryland

NOT USED

Dear [REDACTED]

Your kind letter of March 13, 1955, has been received, and I certainly appreciate your very generous comments.

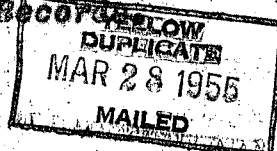
My associates and I have enjoyed our contacts with you and your staff, and it was especially pleasing to be able to extend you a tour of our facilities.

You may be sure that my assistants who met your group will also appreciate your thoughtfulness in writing.

Sincerely yours,

cc - Personnel file of John P. Mohr, with copy of incoming.
cc - Personnel file of Rolf T. Berbo, with copy of incoming.
cc - Personnel file of H. Lynn Edwards, with copy of incoming.
cc - Personnel file of William B. Hershey, Jr., with copy of incoming.
cc - Personnel file of Bernard M. Suttler, with copy of incoming.

NOTE: H. Lynn Edwards EOD 2-10-41, GS-15, assigned Administrative Division. William B. Hershey, Jr., EOD 4-1-41, GS-13, assigned Administrative Division. Bernard M. Suttler EOD 7-6-36, GS-14, assigned Crime Records Section.



HEH:cw:ek:mbk

(8)

55 APR 4 1955

NOT RECORDED-2

● true copy

NATIONAL NAVAL MEDICAL CENTER
BETHESDA 14, MARYLAND

in reply refer to
Staff Clinic

March 18, 1955

Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation
Washington 25, D. C.

Dear Mr. Hoover:

I wish to express my thanks for the exceptional hospitality extended to the Staff Clinic by your Bureau on last Thursday afternoon.

Our reception by Messrs. Mohr, Edwards, Harbo and Hershey was most gracious and, of course, Mr. Suttler was at his usual best as he conducted us through the Bureau.

It has been extremely satisfying to have the opportunity of working with the members of the Bureau. I have been greatly impressed by these gentlemen and you are certainly to be commended for having molded such a fine organization.

Trusting that we may be of continued service, we are

Respectfully yours,

/s/

[Redacted Signature]

Lt. MC DENE
Chief, Staff Clinic

b6
b7C

NPA:reb

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

3/31/55

I certify that I have received the following Government property for official use:
returned

OPERATIONS AND PROCEDURES MANUAL ON PERSONNEL MATTERS No. 26

APR 6 1955

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

FILE
3-M

PER

H. L. Edwards

Very truly yours,
H. L. Edwards

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 4-13-55

FROM : H. L. Edwards *HL*

SUBJECT:

EOD 1-22-51
Personnel Clerk, GS-6, \$3920
Personnel Section, Administrative Division
Non-Veteran, Not on Probation

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

RETURN OF LETTER TRANSMITTING CONTRIBUTION TO 1955 CANCER DRIVE
BECAUSE OF IMPROPER ADDRESS

SYNOPSIS

This memorandum is submitted to obtain approval of a corrected letter transmitting the \$1200 check of the FBI Employees Consolidated Charity Fund to the D. C. cancer drive, such letter having previously gone out under date of 4-8-55 but was returned unopened to the Bureau because the addressee was not at the address. This memorandum also explains the error and recommends appropriate disciplinary action.

The error consisted of 2 parts: (1) addressing the envelope to Dr. who is the president of the American Cancer Society but who has since been ascertained to not be located in Washington. He was made the addressee in reliance on a newspaper clipping from the Washington Star dated 4-2-55 indicating that he had launched the District drive on the preceding day in a speech at the campaign luncheon in the Statler Hotel. Although the same news item named the crusade chairman the employee prepared the cover memorandum and letter of transmittal, relied on past practice of directing the communication to the president of the charitable organization wherever his name is in our possession and where he is located in the same area, this practice being based upon the fact that correspondence from the other charities has ordinarily been over the signature of the president. The news article did not indicate where the president is located but since the American Cancer Society's headquarters have since been ascertained to be in New York City he is undoubtedly there; and (2) the use of an obsolete office address for the D. C. cancer society chapter. This address was obtained from the telephone directory but a subsequent check of the general file on the American Cancer Society contains a mimeographed letter dated 1-3-55 enclosing the minutes of their 11-17-54 meeting and states that their offices are now located in the Otis Building at 810 18th Street, Northwest. The proposed move to this new space was also reported to the Bureau in a previous report of their 9-24-54 executive

HLE:lar
(2)

Enclosures

26 APR 22 1955

b6
b7c

committee meeting. Employee prepared the erroneous communication, saw the 9-24 report, but the 1-3-55 report was not seen in the Administrative Division. It has not been the practice to review the administrative file on the charity to obtain information for the purpose of transmitting our contribution. The indices, however, were checked on [redacted] as it is customary with all individual addressees before a communication is sent. The error could have been avoided had a telephonic check been made with the D. C. chapter of the society to confirm propriety of sending the contribution to [redacted] as well as to check the correctness of the address in the telephone directory. This seems to be the most logical and simple way of averting such errors in the future and instructions have been issued placing this into effect. b6 b7C

The cover memo and the letter in question were prepared by Mr. [redacted] who is the clerical employee having responsibility for handling the numerous clerical duties in connection with the year-round administration of the FBI Employees Consolidated Charity Fund. This is the very first error known to me that he has committed in connection with administering this fund, and I think that record speaks for itself because there is an enormous amount of detail day in and day out over the year for which he is responsible. [redacted] has numerous other responsibilities, and during the period in question which covered his handling of this matter he was engaged practically full time during the work week in conducting tours during the cherry blossom and pre-Easter rush. He came into the office early in the morning before the official beginning of the working day and voluntarily averaged at least 3 hours a night overtime in order to keep his regular work current which he could not do while being detailed to the tour room. This not only helped to avert delinquencies but also solved the otherwise difficult problem of reassigning this work to someone else who would have had to be trained and which would have been difficult because of the generally heavy work load. I have carefully gone over the weaknesses with [redacted] which caused this error, and I believe the corrective measures will prevent any recurrence. I have strongly reprimanded him because of the seriousness of any errors which occur. b6 b7C

I also share direct responsibility for this error because I initialled the cover memo and the outgoing letter and did not make any independent checks to confirm the correctness of the addressee and the address. Had I done this the errors would have been detected. I do not think it is logical to require everyone who reviews this mail to make such checks but in view of this error I will insure in the future that at least I will confirm the check with the employee who prepares the communications that such verifications have been made. I have no excuse to advance.

RECOMMENDATIONS

(1) That the corrected letter addressed to the crusade chairman, [redacted] at the new address of the D. C. chapter of the cancer society be approved for transmittal.

Personally
delivered by
H. Edwards
4-14-55
H. Edwards

Jaguar
J. H. H.
4/13 ✓
Yes. H.

b6
b7C

(2) That no administrative action be taken against [redacted] in this instance because it is felt the oral reprimand and the mitigating circumstances outlined above are sufficient.

Recommend letter
of censure
J. H. H.
4/13 ✓

Jaguar
H.

(3) That I receive a letter of censure for failure to confirm the fact that the addressee and address verifications had been made in this instance.

Jaguar
J. H. H.
4/13 ✓
no.
H.

b6
b7C

A PERMANENT BRIEF OF THE PERSONNEL FILE OF [redacted] IS ATTACHED.

April 7, 1955

Mr. H. L. Edwards
Federal Bureau of Investigation
Washington, D. C.

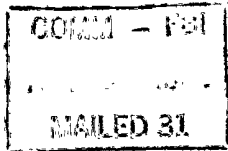
Dear Mr. Edwards:

I am pleased to acknowledge receipt of a suggestion which you have made concerning memoranda. Your suggestion will be carefully considered and you will be advised in the event it is adopted.

The Bureau appreciates your attention to methods for improving the efficiency of its operations and I hope you will continue to submit such ideas as may come to you.

Sincerely yours,

J. Edgar Hoover



cc: Mr. Mohr

hcc (Suggestion # 182-55)

Referred to Divisions 1, 2, 3, 4, 5, 6, and 7 for views 4/6/55 - hcc

(4) BASED ON LETTER H. L. EDWARDS TO MR. MOHR
3-28-55 HLE:

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Tizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

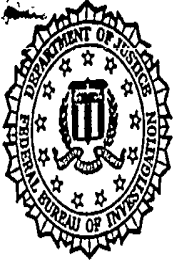
26 APR 13 1955

RECEIVED
APR 7 1955
FBI
R.H.

4/15/55

4/15/55

57



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

May 10, 1955

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Constance M. Edwards Relationship Wife Date 5-10-55

Address 2707 Longstreet Court, Falls Church, Virginia

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Constance M. Edwards Relationship Wife Date 5-10-55

Address 2707 Longstreet Court, Falls Church, Va.

Very truly yours,

W. J. Edwards
Special Agent

MAY 10 1955

May 23, 1955

~~PERSONAL AND CONFIDENTIAL~~

Mr. H. Lynn Edwards
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Edwards:

I am indeed grateful for your services in connection with the Attorney General's Staff Conference which was held at the FBI Academy on May 20-21, 1955. Thank you for your interest and valued help.

Sincerely yours,

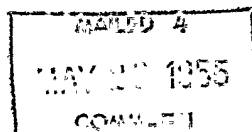
J. Edgar Hoover

RECEIVED IN ROOM
FBI
MAY 23 1 35 PM '55

cc: Mr. Mohr
Mr. Harbo

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

EDM:hcc
(5)



MAY 26 1955

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

0

Name of Employee: H. LYNN EDWARDS

Where Assigned: ADMINISTRATIVE DIVISION, PERSONNEL SECTION
(Division) (Section, Unit)

Payroll Title: PERSONNEL OFFICER

Rating Period: from APRIL 1, 1954 to MARCH 31, 1955

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

HE

Rated by: *J. P. Mohr* Assistant Director 3/31/55
Signature Title Date

Reviewed by: *Ceyde A. Felson* Associate Director 3/31/55
Signature Title Date

Rating approved by: *J. P. Mohr* Assistant Director JUN 13 1955
Signature Title Date

TYPE OF REPORT

(x) Official

(x) Annual

() Administrative

() 60-day

() Transfer

() Separation from service

() Special

RECORDED - 143

67-17105-197

26 JUN 16 1955

3-987/HE

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee H. LYNN EDWARDSTitle PERSONNEL OFFICERRating Period: from 4/1/54 to 3/31/55

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- | | |
|---|--|
| <p><u>✓</u> (1) Personal appearance.
 <u>+</u> (2) Personality and effectiveness of his personal contacts.
 <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
 <u>+</u> (4) Physical fitness (including health, energy, stamina).
 <u>+</u> (5) Resourcefulness and ingenuity.
 <u>+</u> (6) Forcefulness and aggressiveness as required.
 <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
 <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.
 <u>+</u> (9) Planning ability and its application to the work.
 <u>✓</u> (10) Accuracy and attention to pertinent detail.
 <u>+</u> (11) Industry, including energetic consistent application to duties.
 <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
 <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.
 <u>+</u> (14) Technical or mechanical skills.
 <u>0</u> (15) Investigative ability and results:
 <u>0</u> (a) Internal security cases
 <u>0</u> (b) Criminal or general investigative cases
 <u>0</u> (c) Fugitive cases
 <u>0</u> (d) Applicant cases
 <u>0</u> (e) Accounting cases
 <u>0</u> (16) Physical surveillance ability.</p> | <p><u>0</u> (17) Firearms ability.
 <u>0</u> (18) Development of informants and sources of information.
 <u>✓</u> (19) Reporting ability:
 <u>0</u> (a) Investigative reports
 <u>0</u> (b) Summary reports
 <u>✓</u> (c) Memos, letters, wires
 (Consider: <u>✓</u> conciseness; <u>✓</u> clarity; <u>✓</u> organization; <u>+</u> thoroughness; <u>✓</u> accuracy; <u>✓</u> adequacy and pertinency of leads; <u>0</u> administrative detail.)
 <u>0</u> (20) Performance as a witness.
 <u>+</u> (21) Executive ability:
 <u>+</u> (a) Leadership
 <u>+</u> (b) Ability to handle personnel
 <u>+</u> (c) Planning
 <u>+</u> (d) Making decisions
 <u>+</u> (e) Assignment of work
 <u>+</u> (f) Training subordinates
 <u>+</u> (g) Devising procedures
 <u>+</u> (h) Emotional stability
 <u>+</u> (i) Promoting high morale
 <u>+</u> (j) Getting results
 <u>0</u> (22) Ability on raids and dangerous assignments:
 <u>0</u> (a) As leader
 <u>0</u> (b) As participant
 <u>+</u> (23) Organizational interest, such as making of suggestions for improvement.
 <u>+</u> (24) Ability to work under pressure.
 <u>+</u> (25) Miscellaneous. Specify and rate:
 <u>+</u> Dictation ability
 <u>+</u> Automobile driving ability</p> |
|---|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Personnel Officer

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Any type position requiring considerable administrative & executive ability

C. (1) Is employee available for general assignment wherever needs of service require? YES (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? YES (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING :

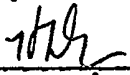
SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

H. LYNN EDWARDS
Personnel Officer

Mr. Edwards during the rating period has functioned as Personnel Officer of the Bureau. He is intelligent, alert, and has made it a point to thoroughly learn all of his duties. I regard him as one of the best informed employees on personnel matters in the Bureau. He is a loyal, devoted employee who is extremely sincere and conscientious. I have a great deal of confidence in his ability and he could very well assume and discharge more important positions in the Bureau. He has considerable executive and administrative ability which he endeavors to utilize to the best advantage of the Bureau at all times.

I am thoroughly satisfied with his work and I feel that he is performing his duties in an outstanding manner.



Employee's Initials

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

7-19-55

I certify that I have received the following Government property for official use:

~~returned~~

TIME AND ATTENDANCE MANUAL # 206

RETURNED

MANUAL OF LEAVE REGULATIONS # 189

FILE

3-M

PER

pt

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

Very truly yours,

H. L. Edwards
H. L. Edwards

5524 CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

7-5-65

I certify that I have received the following Government property for official use:
~~returned~~

DISTRICT OF COLUMBIA OFFICIAL PARKING PERMIT

JUL 14 1965 READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking
care of it and returning it when its use has been
completed. DO NOT MARK OR WRITE ON IT OR MULTILIATE
IT IN ANY WAY.

FILE
3-M
pt

67-NOT RECORDED-5

Very truly yours,
H. L. Edwards
H. L. Edwards

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation					2. Pay period	3. Block No.	4. Slip No. 201			
5. Employee's name (and social security account number when appropriate) 1. LEE, J. E. 0020 10000 1					6. Grade and salary 1, 11,500					
PAY ROLL CHANGE DATA										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX.....	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks:					11. Appropriation(s)		12. Prepared by 13. Audited by <i>[Signature]</i>			
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase.....										
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better. (Signature or other authentication)						
7-17-57	1-17-58	11,000	11,500							
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s): <input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.						
STANDARD FORM NO. 1126d—Revised Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulations No. 102				PAY ROLL CHANGE SLIP—PERSONNEL COPY						

October 3, 1955

[redacted]
[redacted] Department of Corrections
District of Columbia
District Building
Pennsylvania Avenue and 14th Street, Northwest
Washington, D. C.

b6
b7C

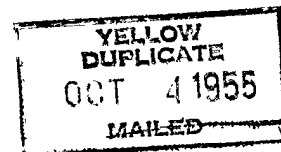
Dear [redacted]

Your kind letter of September 28, 1955, concerning Special Agent H. Lynn Edwards, has been received.

It was indeed thoughtful of you to comment so favorably regarding Mr. Edwards' appearance before the kickoff rally for the District Employees One Fund Drive. I am very gratified to receive such generous remarks, and I am advising Mr. Edwards of them.

Thank you very much for writing.

Sincerely yours,



cc - Mr. H. Lynn Edwards, with copy of incoming.

cc - Personnel file of H. Lynn Edwards, with copy of incoming.

NOTE: H. Lynn Edwards, EOD 2/10/41 as SA, Personnel officer in Administrative Division, GS-15.

Bureau files contain no derogatory information concerning [redacted] Address set up per U. S. Government Organization Manual. Call to agency.

HEH:rcw

b6
b7C

OCT 6 1955 (6)

GOVERNMENT OF THE DISTRICT OF COLUMBIA

District Employees

ONE FUND DRIVE -- TO HELP OTHERS

Standing Committee

Donald Clemmer, *Chairman*
Director of Corrections

Barney Farber, *Secretary*
Deputy Accounting Officer

J. J. Krohr, *Treasurer*
Disbursing Officer

David V. Auld
Director of Sanitary Engineering

Milo F. Christiansen
Superintendent of Recreation

Hobart M. Corning
Superintendent of Schools

John Duncan
Recorder of Deeds

Henry F. Hubbard
Personnel Officer

Robert V. Murray
Chief of Police

Harry N. Peterson
Librarian

John N. Robertson
Director of Highways

Daniel L. Seekinger, M. D.
Director of Public Health

Gerard M. Shea
Director of Public Welfare

Millard H. Sutton
Fire Chief

Leonard P. Walsh
Clerk Judge, Municipal Court

Sub-Committee on Admissions
Gerard M. Shea, *Chairman*

Sub-Committee on Methods
John Duncan, *Chairman*

Sub-Committee on Finances
David V. Auld, *Chairman*

Campaign Director
Donald Clemmer

Publicity Director
J. Edgar Caswell
Department of Public Health

OFD-6

September 18, 1944

J. Edgar Hoover, Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington 25, D. C.

Dear Mr. Hoover:

Your Special Agent and Personnel Officer, Mr. H. L. Edwards, with your approval I know, spoke before a kick-off Rally of 200 District Employees on Friday last and gave a most informative and helpful talk. He told us of the methods and policy in your Bureau and his remarks were most stimulating and well received by the 200 people present.

Mr. Edwards also has been most helpful to us in less formal ways in this matter and on behalf of the Standing Committee and the Officials of the District of Columbia Government, I wish to thank you for approving his aid to us.

Sincerely,

b6
b7C

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

10/25/55

I certify that I have received the following Government property for official use:
~~Returned~~

OPERATIONS & PROCEDURES MANUAL ON PERSONNEL MATTERS # 232

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

FILE
B-M
per
Very truly yours,
H. Lynn Edwards